

**Request to Convert  
Compensatory Time to Personal Leave**

To: Labor Relations  
FNSBSD

From: \_\_\_\_\_  
Teacher F #

\_\_\_\_\_  
Position School

I have accrued more than seven (7) hours\* of compensatory time. I have not been able to take the compensatory time off within a reasonable time for the following reasons:

- \_\_\_\_\_ needed workdays to complete paperwork/grades/progress reports.
- \_\_\_\_\_ participated in all building inservices.
- \_\_\_\_\_ needed prep time before and after school for parent meetings, interventions, supervision of IEP's, and/or classroom prep.
- \_\_\_\_\_ other – must be confirmed by principal.

**FEA Negotiated Agreement (July 1, 2013 – June 30, 2016) Article 605;**

*The parties agree that any compensatory time accrued during one (1) school year must be used or converted to personal leave before the end of the following school year or shall expire.*

I am requesting to convert \_\_\_\_\_ hours of comp time to \_\_\_\_\_ day(s) of personal leave.  
(See attached documentation of accrued hours.)

This request for compensatory time conversion conforms to the provisions of Article 605 in the current FEA Negotiated Agreement.

\_\_\_\_\_  
Requesting Teacher Date

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**ACTION:**

- \_\_\_\_\_ Comp time converted.
- \_\_\_\_\_ Request denied.  
Reason: \_\_\_\_\_

\_\_\_\_\_  
Labor Relations/Designee Date

