

For requesting to convert compensatory time to personal leave, forms may be submitted to Payroll

AFTER April 15th

Reminder: Personal leave cash out forms are due to payroll by **May 1st**.

Request to Convert Compensatory Time to Personal Leave

To: Payroll FNSBSD

From: _____
Teacher F #

Position School

I have accrued one half-day (3.5 hours) or more of compensatory time. I qualify for compensatory time conversion based on the following prerequisites:

- Advance, written notice of such meetings have been given to the teacher’s principal. The invitation to the meeting is an acceptable notice.
- Within four (4) days after the meetings, the teacher submits to his/her principal written notice of its duration. Email notice may be used.
- Teacher is not on an Extended Contract or Memorandum of Agreement for the time beyond the teacher workday.

FEA Negotiated Agreement (July 1, 2016 – June 30, 2019) 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. The teacher may, after April 15, convert those hours to personal leave in half day (3.5 hours) increments.

I am requesting to convert:

- 210 minutes (1/2 day)
- 420 minutes (1 day)
- 630 minutes (1 ½ day)
- 840 minutes (2 days)
- Select amount over 840 minutes (in half-day increments only)

(It is the responsibility of the school to maintain forms that have student names on them.)

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

Requesting Teacher

Date

Principal/Administrator

Date

Submit form to Payroll after April 15th.