

**Request for Personal Day Payment
Educational Support Professional Staff**

Name:

Current Date:

Position:

10 Mo. or 12 Mo.:

Number of Days Requested for Payment:

As per the Educational Professionals contract, I am requesting payment for unused accrued personal days for a payment of \$45 per day.

Payment for unused personal days for 10 month staff can be requested at the end of the school year and will be paid in September once the days are verified.

Payment for unused personal days for 12 month staff can be requested by your anniversary date and will be paid on the next payroll once verified.

I verify all of my attendance information is accurate and up-to-date in the Human Resources Office.

Signature

Date