

Personal Leave Day – Carry Over Form

Walla Walla Public Schools

PERSONAL LEAVE CARRY OVER

Employees may carry over one personal leave day per year, up to a maximum balance of three (3) personal days. Employees wishing to carry over one personal day must submit this form to the business office by your last contract day for the current school year.

I, _____, would like to carry over one Personal Day to the following school year.
(Print Name)

Employee Signature

Date