



Norfolk Public Schools

The cornerstone of a proudly diverse community

Personal Leave Conversion Request Form

Employee ID #:

Name:

Current Position:

Work Site/Location:

I have at least two (2) unused personal leave days. Therefore, I am requesting to have two (2) of my unused personal leave days converted to one (1) personal leave day to be added to next year's personal leave. I understand that at no time my accumulated personal leave days will exceed six (6) days.

Employee's Signature

Date

Submit the completed form to the Department of Human Resources via Erika Ricks (ericks@nps.k12.va.us), Human Resources Technician, by no later than June 15.