

**MUSCATINE COMMUNITY SCHOOL DISTRICT**

**EMPLOYEE SICK LEAVE EXCHANGE**

**for**

**Employees under the MEA Contract**

**I have used a total of two or fewer sick leave days for any approved purpose (personal sick leave, dependent ill, dr appts. etc) for the \_\_\_\_\_ school year. I am requesting to trade seven of my accumulated sick leave days for one personal day to be used during the following school year.\***

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Jill Bourquin, Director of HR**

**Please return this form to the HR Dept, 2900 Mulberry Ave, by September 30 of the year you wish to use this day**

\*Per MEA Contract, "An employee currently carrying three personal days for the school year may utilize this process to carry a fourth personal day, however no more than one personal day may be carried over into the following school year for a total of three days, per Article X (A) (1)."