

FRUITPORT COMMUNITY SCHOOLS
CLAIM FORM for the PURCHASE OF SICK LEAVE DAYS
Clerical Association Master Agreement
Article 8 Section (H)

Per the Master Agreement between the Fruitport Board of Education and the Fruitport Clerical Association, Article 8, Section H, an eligible employee may on a once-a-year basis elect to convert up to a maximum of eighty (80) paid leave hours into a calendar year-end bonus at a rate of thirty-three percent (33%) of his/her hourly rate. An employee must maintain a balance of at least ninety (90) accrued paid leave days in his/her account after the conversion of the paid leave days.

Please complete and submit this form to the Business Office.

Name: _____

Assignment/Building: _____ Bargaining Unit/Association: _____

of Days Requesting to Convert _____

x 33% of Hourly Rate \$ _____

Balance of Sick Leave Remaining _____

Employee Signature _____ Date _____

Office Use Only

Date Received: _____

Payment Approved in the amount \$ _____

Payment Denied: _____

Authorized Signature _____ Date _____