Convert My Personal Business Days To $Cash$

If you wish to convert them to sick days no form is needed, they automatically convert. This form is needed if you wish to convert your remaining PB days to cash.

TO: ***Lana Mayfield-Union School*** **DATE: _____**

***Support($10-$50-day)___**

FROM: _____ **Teacher($100-day) ___**

(please print) **(check one)**

 # OF DAYS TO CONVERT TO CASH: _____

day (s)

TOTAL TO BE PAID OUT: $_____

Signed: _____

*If Support Staff-Hours Per Day _____ (2hr/day=$10, 3=$20, 4=$30, 5=$40, 6=$50)

Reminder: Please refer to your paycheck stub (lower left corner) to see how many remaining PB days you have.

Convert My Personal Business Days To $Cash$

If you wish to convert them to sick days no form is needed, they automatically convert. This form is needed if you wish to convert your remaining PB days to cash.

TO: ***Lana Mayfield-Union School*** **DATE: _____**

***Support($10-$50-day)___**

FROM: _____ **Teacher($100-day) ___**

(please print) **(check one)**

 # OF DAYS TO CONVERT TO CASH: _____

day (s)

TOTAL TO BE PAID OUT: $_____

Signed: _____

*If Support Staff-Hours Per Day _____ (2hr/day=$10, 3=$20, 4=$30, 5=$40, 6=$50)

Reminder: Please refer to your paycheck stub (lower left corner) to see how many remaining PB days you have.