Minford Local Schools

Home of the Mighty Minford Falcons

491 Bond Road
P.O. Box 204
Minford, OH 45653
Phone: (740) 820-3896
Fax: (740) 820-3334

Jeremy Litteral, Superintendent
jlitteral@minfordfalcons.net

Claudia Zaler, Treasurer
czaler@minfordfalcons.net

Certified Staff – Personal Business Day Request Form

(Per Article 27 of the Negotiated Agreement)

Employee Information
Full Name: _____
Department / Building: _____
Job Title: _____

Personal Business Day Details

Date Requested: _____
Number of Days to be Paid Out: _____
Number of Days to Roll Over to Sick Leave: _____

Acknowledgement

Teachers can convert unused personal leave days to sick leave accumulation on a basis of one (1) personal day converted to one (1) sick day or be reimbursed at the rate of $100 per day not used. This decision must be made and communicated to the treasurer in writing by May 15.

Employee Signature: _____
Date: _____

Treasurer Office Staff

☐ Received Date: _____

Comments (if any): _____