Minford Local Schools

Home of the Mighty Minford Falcons

491 Bond Road
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Phone: (740) 820-3896
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Jeremy Litteral, Superintendent
jlitteral@minfordfalcons.net

Claudia Zaler, Treasurer
czaler@minfordfalcons.net

Classified Staff – Personal Business Day Request Form

(Per Article 17 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

By submitting this form, I acknowledge the following per Article 17.2 C:
Bargaining unit employees shall be awarded sixty dollars ($60) per day for any unused unrestricted personal days up to a maximum of $180 per year payable no later than July 31st or shall have any unused personal days (up to 4 days) rolled over to sick leave. Unless the Treasurer is notified prior to June 1st any unused unrestricted personal days (up to 4 days) will automatically be rolled over to sick leave.

Employee Signature: _____
Date: _____

Treasurer Office Staff

☐ Received Date: _____

Comments (if any): _____