



# Cumberland County Board of Education Cumberland County Schools Sick Leave to Personal Leave Conversion Form

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Please review the Cumberland County Board of Education Policy Manual Section 5.303 Personal and Professional Leave regarding the terms and conditions for conversion and use of these days prior to completing the document.

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Employee Name \_\_\_\_\_  
*please print*

Number of Sick Days to Convert \_\_\_\_\_  
*may not exceed current number of sick days accumulated*

***I wish to convert the above number of sick days to personal leave days.***

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

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**APPROVED BY:**

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

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*