



Cumberland County Schools

Sick Leave to Personal Leave Conversion Form

Please review the Cumberland County Schools 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.

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

APPROVED BY:

Signature

Title

Date