



# Norfolk Public Schools

The cornerstone of a proudly diverse community

## Personal Leave Conversion Request Form

Employee ID #:

Name:

Current Position:

Work Site/Location:

I have at least two (2) unused personal leave days. Therefore, I am requesting to have two (2) of my unused personal leave days converted to one (1) personal leave day to be added to next year's personal leave. I understand that at no time my accumulated personal leave days will exceed six (6) days.

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Employee's Signature

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Date

Submit the completed form to the Department of Human Resources via Erika Ricks (ericks@nps.k12.va.us), Human Resources Technician, by no later than June 15.