

# ATLANTIC COMMUNITY SCHOOLS

## Reimbursement Request for Accumulated Personal Day

*Due May 30<sup>th</sup> to Superintendent's Office*

Per the Master Contract between Atlantic Community School District and the Atlantic Education Association, "employees not using their accumulated day of personal leave from the preceding year may be reimbursed at the rate of \$50 for one day or \$25 for one-half day".

The request for payment shall be made to the Office of the Superintendent by May 30 and will be paid on the employee's June paycheck.

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested:

- \$50.00 – 1 Day Unused
- \$25.00 – ½ Day Unused

Signed: \_\_\_\_\_

Date: \_\_\_\_\_