

ATLANTIC COMMUNITY SCHOOLS

Reimbursement Request for Accumulated Personal Day

Due May 30th 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: _____