

FRUITPORT COMMUNITY SCHOOLS
CLAIM FORM for the PURCHASE OF PAID LEAVE DAYS
Instructional Assistants Master Agreement Article 8 Section (H)

Per the Master Agreement between the Fruitport Board of Education and the Fruitport Instructional Assistants Association, Article 8, Section H, an eligible employee may on a once-a-year basis elect to convert up to a maximum of two weeks paid leave hours into a calendar year-end bonus at the rate of \$5.50 per hour. An employee must maintain a balance of at least twenty (20) accrued paid leave days in his/her account after the conversion of the paid leave days.

Please complete and submit this form to the Business Office.

Name: _____

Assignment/Building: _____ Bargaining Unit/Association: _____

# of Days Requesting to Convert	_____
at a Rate of \$5.50 Per Hour	\$_____
Balance of Sick Leave Remaining	_____

Employee Signature _____ Date _____

Office Use Only

Date Received: _____

Payment Approved in the amount \$_____

Payment Denied: _____

Authorized Signature _____ Date _____