

SCHOOL DISTRICT OF PHILADELPHIA
Office of Human Resources
440 N. Broad Street, Philadelphia, PA 19130

Incentive Schools – Teacher Election of Additional Personal Leave Days

In accordance with Article XII, Q, Incentive Schools, teachers with a Master's plus 30 credits and beyond shall have the option of receiving the tuition reimbursement or "three (3) additional personal leave days a year to be placed in a frozen leave bank payable at retirement or resignation." This form is solely for teachers desiring the additional personal leave days. Tuition reimbursement is accomplished through an SEH-195 reimbursement form.

Teachers, counselors, librarians and nurses on the payroll of an Incentive School on June 1st of each school year will be eligible for the incentive bonus. You may request reimbursement for courses OR if you have already attained Master's plus 30, Ph.D., or Senior Career Teacher status you may request three personal leave days to be placed in your frozen bank. You may request one or the other and cannot combine these alternatives.

In order to receive these personal leave days you must submit this application signed by the school principal and yourself to:

School District of Philadelphia
Office of Human Resources
Professional Staffing - Suite 222
Attn: Angela Hazzard
440 N. Broad Street
Philadelphia, Pennsylvania 19130

THIS REQUEST MUST BE RECEIVED BY HUMAN RESOURCES BY CLOSE OF BUSINESS ON JUNE 30 OF EACH SCHOOL YEAR TO QUALIFY FOR THE ADDITIONAL PERSONAL LEAVE DAYS.

I am requesting the option of receiving three (3) personal leave days placed in my frozen bank. I acknowledge that I have achieved the salary status of Master's plus 30 or beyond.

NAME (PRINT) _____

SOCIAL SECURITY NUMBER _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

EMAIL _____

POSITION _____

SCHOOL AS OF JUNE 1 _____

SIGNATURE OF EMPLOYEE _____

DATE _____

SIGNATURE OF PRINCIPAL _____

DATE _____