



Burlington County Institute of Technology

REQUEST TO ACCUMULATE PERSONAL DAYS

In accordance with the negotiated agreement between the Burlington County Institute of Technology Board of Education and the Burlington County Institute of Technology Education Association, EA employees may designate a limited number of unused personal days for accumulation in the employee's personal day account. Full explanation of this benefit can be found in the Negotiated Agreement, Article XI, Section C. This completed form must be received by personnel no later than May 31.

I, _____ request to designate _____ unused
Employee Print Name Number of Days

personal days for accumulation in my personal day account, with a maximum of five (5) days. I acknowledge that the number of days designated on this form may be adjusted based on the balance of unused personal days as of June 30th.

Employee Number **Employee Signature** **Date**