



## Burlington County Institute of Technology

### REQUEST TO ACCUMULATE PERSONAL DAYS

BCIT Non-aligned 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 BCIT EA 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 30<sup>th</sup>.

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**Employee Number**

**Employee Signature**

**Date**