



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
www.tfsd.k12.id.us

## HUMAN RESOURCES DEPARTMENT

OUR MISSION is to maintain a balanced approach while providing leadership, guidance and quality, customer-driven human resources services to support Twin Falls School District employees.

# Twin Falls School District #411 Form PLP Classified Employees

*The Superintendent has stipulated that if a classified employee does not have seven (7) personal leave days available for the school year, one additional day may be purchased at one-half of their daily rate, or the current year certified guest teacher rate, whichever is less. No more than seven (7) personal leave days may be used in one school year. Purchased personal leave days may not be rolled over to the next school year.*

**I wish to purchase one additional personal leave day to be used on \_\_\_\_\_**

**I understand that I can purchase this additional day when I have exhausted all of my personal leave or when I need to use the additional day in conjunction with my accumulated personal leave.**

**I understand that this leave must be used this school year and cannot be carried over to the next school year.**

**I understand that the fee for the purchase of this additional personal leave day will be deducted from my next paycheck.**

Print Name: \_\_\_\_\_

Assigned School: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_

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Brady D. Dickinson, Ph.D.  
Superintendent of Schools

William Brulotte  
Associate Superintendent