



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
Administrators**

The Collective Bargaining Agreement, Section 5.3, stipulates that if a certified employee does not have seven (7) personal leave days available for the school year, one additional day may be purchased at the current year certified guest teacher rate. 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. The Superintendent has stipulated these guidelines apply to Administrators as well.

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 _____

Supervisor Signature _____ Date _____

Payroll Signature _____ Date _____

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

William Brulotte
Associate Superintendent