

**PROFESSIONAL STAFF COVERAGE**

Name \_\_\_\_\_

**Instructions:**

- Complete **Sections I & sign Section III** to be paid at the current instructional rate.

**OR**

- Complete **Section I, Initial Section II and sign Section III** to exchange 6 accumulated periods of coverage for one personal day.

**SECTION I: Coverage Details**

Date	Teacher Covered	Period Covered
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		

Date	Teacher Covered	Period Covered
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		
/ /		

**Total Period(s) Covered** \_\_\_\_\_

**SECTION II: Personal Day Conversion**

In accordance with the Collective Bargaining Agreement between the Berwick Area School District and the Berwick Area Education Association, please use the accumulated six periods of coverage noted in Section I to exchange for one personal day.

**SECTION III: Acceptance Signatures**

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

\_\_\_\_\_  
Principal/Supervisor Approval

\_\_\_\_\_  
Date Submitted

*To be completed by the Business Office only.*

Function	Object	Funding Source	Inst. Org	Building
<input type="checkbox"/> General Education (1110)	× 122	<input type="checkbox"/> None (000)	<input type="checkbox"/> Elementary (10)	<input type="checkbox"/> Nescopeck (220)
<input type="checkbox"/> Life Skills (1211)				<input type="checkbox"/> West Berwick (230)
<input type="checkbox"/> Visual Support (1224)				<input type="checkbox"/> Salem (240)
<input type="checkbox"/> Emotional Support (1231)		<input type="checkbox"/> Secondary (30)		<input type="checkbox"/> Middle School (500)
<input type="checkbox"/> Autistic Support (1233)				<input type="checkbox"/> High School (800)
<input type="checkbox"/> Learning Support (1241)				
<input type="checkbox"/> Gifted Support (1243)		<input type="checkbox"/> Access (891)		
<input type="checkbox"/> Ortho Impairment (1260)				
<input type="checkbox"/> Multi Disabilities (1270)				
<input type="checkbox"/> Life Skills (1211)				
<input type="checkbox"/> Family/Consumer Science (1340)				
<input type="checkbox"/> Industrial Arts (1350)				
<input type="checkbox"/> Business Education (1360)				
<input type="checkbox"/> Guidance (2122)				
<input type="checkbox"/> Library Services (2250)				