

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS



M E M O R A N D U M

TO: S.B.E.A. Unit Members
FROM: Kimberly Maloy-White, Assistant Superintendent for Human Resources
DATE: February 6, 2018
RE: **DONATION OF PERSONAL DAYS**

The South Brunswick Board of Education has agreed to a request from the S.B.E.A. to establish a personal day bank for Victoria Murphy, a long-time Crossroads North Middle School teacher, who will be out for a period of time due to an upcoming surgery. Staff members interested in donating personal days for Ms. Murphy should complete the form below, and return it to S.B.E.A. President, John Lolli, by **Tuesday, February 13, 2018**.

If donated personal days are not used by Ms. Murphy, the days will be returned as a credit for next year. Please note that returned personal days will be converted to sick days.

TO: John Lolli, South Brunswick High School
FROM: _____ **SCHOOL:** _____

I would like to donate _____ personal day/s to Victoria Murphy.

PLEASE NOTE: SICK DAYS CANNOT BE DONATED.