



**AP 417-3 - Form**  
**REQUEST FOR CARRY-FORWARD OF EARNED DAYS OFF (EDO)**  
**Teaching Staff**

The Lloydminster Public School Division #99 provides eligibility to teaching staff to earn days off through the participation of extra-curricular school-based activities. Teaching staff are able to carry-forward one (1) EDO to the following school year, as per Administrative Procedure 417 of LPSD’s Administrative Procedures manual:

**AP 417, section 12**

*Teachers may carry forward one (1) EDO to the following school year. Teachers will be limited to using a maximum of five (5) consecutive days (combination of personal and EDOs) each year. Teachers who choose to carry forward one (1) EDO must complete Form 417-3 by June 7<sup>th</sup> and forward it to payroll.*

---

**AP 417-3 Form – EDO Carry-Forward**

**Teaching staff who wish to carry forward one (1) EDO must fill out the below form. Once completed and signed by all parties, this form must be submitted to Payroll by June 7<sup>th</sup>.**

I, \_\_\_\_\_, request to carry-forward one (1) EDO from the current school year to the following school year.

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

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed