PERSONAL LEAVE CASH OUT FORM
CERTIFIED STAFF

Per the WAE Collective Bargaining Agreement;

Personal Leave Section 5.1A:
3. Employees may accumulate up to five (5) days of personal leave per year. Recognizing that optimum learning takes place with the regular teacher working with the students, an incentive is provided for the redemption of unused personal leave.

4. Up to two (2) days of unused personal leave per year may be redeemed at the BA+0 rate, provided the employee still has two (2) unused personal leave days remaining. The leave days must be redeemed at the end of the school year.

If you have personal leave that you will not be using by the end of the school year, you have the following options:

Please mark your choice, complete the form below:

- o I would like to carry over two (2) personal leave days, and cash out the remaining balance (up to the maximum of two (2) days).

- o I would like to carry over three (3) personal leave days, and cash out any remaining balance.

Any cash out, if applicable, will be paid on your August 31st pay check. **This form must be completed and returned to the District Office "Attention Payroll" by the last day of school.**

If you do not return this form, your personal leave balance, up to the maximum of three (3) days, will automatically be carried over into the next school year, and no leave cash out will be processed.

_____
(Print your name here)

_____ _____
(Sign your name here) Date

5/30/2017