

PERSONAL LEAVE CASH OUT FORM

CLASSIFIED STAFF

Per the PSE Collective Bargaining Agreement;

Section 9.11 Personal Leave:

“Employees will be allowed to carry over two (2) personal leave days each year. No more than three (3) days may be taken at one time. If personal leave is not taken during the current school year, the employee may buy back two (2) days at the substitute rate of pay. 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 and complete the form below:

- I would like to carry over two (2) personal leave days, and cash out any remaining balance.
- I would like to carry over one (1) personal leave day and cash out any remaining balance.
- I would like to carry over zero (0) personal leave days and cash out my balance up to the maximum of two (2) days.

Any cash out, if applicable, will be at the substitute rate of pay and 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.**

Year-round staff have until August 31st to use their personal leave balance with the same options to cash out or carry over at that time.

If you do not return this form, your personal leave balance, up to the maximum of two (2) 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