

PERSONAL LEAVE CASH OUT FORM
FOR
ADMINISTRATIVE STAFF

Per Administrator Bargaining/Salary Agreements:

Personal Leave that is not used by June 30th of each year:

- Employee must roll 2 Personal Days into next year before cash out
- Up to 3 Personal Days can be cashed out
- Cash out is at June's Per Diem rate of pay
- Cash out form must be submitted to Payroll by June 30th
- If the form is not received in Payroll by June 30th, 2 days of Personal leave will be rolled into the next year's balance, and the excess balance will be forfeited
- Cash out will be processed on the end of July pay check

Please fill out, sign and return this form to the Payroll
Dept by June 30th

(Print legal name)

(Signature)

(Date)

(May 2022 cb)