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 28th
- If the form is not received in Payroll by June 28th, 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 28th

_____
(Print legal name)

_____ _____
(Signature) (Date)

(May 2024 cb)