PERSONAL LEAVE CASH OUT FORM
FOR
CERTIFICATED STAFF

Per the WAE Collective Bargaining Agreement Section 5.2:
D. Employees may accumulate up to five (5) days of personal leave per year…
E. Up to two (2) days of unused personal leave per year may be redeemed at the per diem rate provided the employee still has at least two (2) unused personal leave days remaining. The leave days must be redeemed at the end of the school year.
F. Upon separation from the district, all Personal Leave will be cashed out at a one-to-one (1:1) ratio at the employee per diem rate.

Personal Leave not used by the last day of school:

- Employee must roll 2 Personal Days into the next school year before cash out
- Up to 2 Personal Days can be cashed out
- Cash out is at the Employees Per Diem rate of pay
- Cash out form must be submitted to Payroll by the last day of school
- If the form is not received in Payroll by the last day of school, up to 3 days of Personal leave will be rolled into next year's balance, and the remaining balance will be cashed out
- Cash out will be processed on the end of August pay check

Please fill out, sign and return this form to the Payroll Dept by the last day of school

***Please **mark your choice** from the following options:

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

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

- o I am separating from the district and would like to cash out my balance

_____
(Print legal name)

_____ _____
(Signature) (Date)

(May 2023 cb)