PERSONAL LEAVE CASH OUT FORM
FOR
CLASSIFIED/NON-REP STAFF

Collective Bargaining Agreement, Section 9.10:
... Employees will be allowed to carry over two (2) personal leave days each year… 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…

Personal Leave not used by your last scheduled day of the school year:

- Up to 2 Personal Days can be cashed out
- Cash out is at the Substitute rate of pay
- Cash out form must be submitted to Payroll by your last scheduled day of work for the current school year
- If the form is not received in Payroll by your last scheduled day of work for the current school year, up to 2 days of Personal leave will be rolled into next year's balance, and any remaining balance will be forfeited
- Cash out for:
    - School-year Employee's (10-month) will be processed on the August pay check
    - Year-round Employee's (12-month) will be processed on the September pay check

Please fill out, sign and return this form to the Payroll Dept by your last scheduled day of work for this school year

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

- I would like to cash out two (2) personal leave days

- I would like to cash out one (1) personal leave day

_____
(Print legal name)

_____ _____
(Signature) (Date)

(May 2023 cb)