

Employee's Name *(please print)*:

Location:

As per Section 10.3.3 of the PSE Collective Bargaining Agreement, up to three (3) unused days may be carried over to the following contract year for a maximum total accumulation of five (5) personal days. Up to three (3) unused days will be automatically rolled over unless the employee notifies the District by June 30 (or August 31 for employees who work in August) that they would like to cash days out. The District will automatically cash out an employee's personal leave accumulation in excess of three (3) days at the end of the school year. Reimbursement will be on the July paycheck except that employees who are scheduled to work in August will be reimbursed in September.

This form is required to notify the Payroll Office of your desire to cash out Personal Leave. If you do not complete and return this form by the required date, any remaining personal leave balance will be automatically carried over to the next year (up to three (3) days).

If the employee has used less than the accumulated amount of personal leave during his/her contract year, he or she may choose the following option:

I direct the District to cash out unused personal leave day(s).

Date

Employee's Signature

This form must be returned to the Payroll Department by June 30 for less than 260-day employees and by August 31 for 260-day employees.

Note: Original document required. Please print and sign. Forms not signed and dated will not be processed.

Payroll Use Only

- Total hours available
- Hours cashing out
- Hours carried over
- Hours remaining