This form is being provided to SEA employees with potential personal leave for cash out.

In accordance with the SEA bargaining agreement Section 46.4:

I elect to convert my unused 2018-2019 personal leave to cash and understand the guidelines as follows:

- Personal leave is awarded at 3 days per year, which can be used, accumulated to a maximum of 6 days or may be cashed out. Certified staff may annually cash out any unused portion of the current year’s allocation.
- Cash out is based on the daily substitute rate of $190.00.
- Total personal leave hours cashed out will be deducted from your current personal leave balance.
- Personal Leave cash out will appear on the August 30th payroll.
- If you used more than your allocation of personal leave for the 2018-19 school year, you will not be eligible for personal leave cash out this year.
- You can view your Personal Leave balance in Employee Access via Time Off. Recent leave may not have been reported.
- To avoid excess compensation with DRS, employees covered by TRS Plan 1 shall document eight (8) hours of additional service for each day cashed out. (ATTACHED TIME SHEET MUST BE SUBMITTED WITH REQUEST FOR TRS 1 MEMBERS)

Date

Return to the Payroll Office no later than June 14, 2019

Verification of Personal Leave allocation for the 2018-19 School Year

Total personal leave hours allocated for the 2018-19 school year _______.
(Does not include personal leave carried forward from the prior school year.)

Less: Hours taken during current year___________

Total Hours Available ____________

Compensation: ________ X 23.75 = $__________

Total Hrs Rate Total Compensation

Account Code Allocation: _____ - _____ - 2730 - _____ - _____ $__________ ( _____ %)

Pay Code TPC5

_______ - _____ - 2730 - _____ - _____ $__________ ( _____ %)

Retirement Coding _________

TOTAL COMPENSATION $__________