

SHORELINE SCHOOL DISTRICT
PAYROLL
2018-2019 OPTIONAL CASHOUT OF ANNUAL PERSONAL LEAVE ALLOCATION
SESPA

Employee Name

School or Department

Retirement Plan

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

In accordance with the SESPA bargaining agreement Section 20.4.2:

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. SESPA staff may annually cash out any unused portion of the current year's allocation.
- Cash out is based on employee's highest SESPA rate per hour.
- 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.

Signature of Employee

Date

Return to the Payroll Office no later than June 30, 2019

For Office Use Only
(To be completed by Payroll)

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 _____ = \$ _____
Total Hrs Rate Total Compensation

Account Code Allocation : _____ - _____ - 3730 - _____ - _____ \$ _____ (%)

_____ - _____ - 3730 - _____ - _____ \$ _____ (%)

Pay Code TPC5

_____ - _____ - 3730 - _____ - _____ \$ _____ (%)

Retirement Coding _____

TOTAL COMPENSATION \$ _____