

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

Employee Name

School or Department

Retirement Plan

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. Certificated 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 30<sup>th</sup> 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)

Signature of Employee

Date

**Return to the Payroll Office no later than June 14, 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 23.75 = \$ \_\_\_\_\_  
Total Hrs Rate Total Compensation

Account Code Allocation: \_\_\_\_\_ - \_\_\_\_\_ - 2730 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_ ( %)

\_\_\_\_\_ - \_\_\_\_\_ - 2730 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_ ( %)

Pay Code TPC5

\_\_\_\_\_ - \_\_\_\_\_ - 2730 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_ ( %)

Retirement Coding \_\_\_\_\_

TOTAL COMPENSATION \$ \_\_\_\_\_