

**SHORELINE SCHOOL DISTRICT  
PAYROLL  
2018-2019 OPTIONAL CASHOUT OF ANNUAL PERSONAL LEAVE ALLOCATION  
SCA & SPA**

Employee Name

School or Department

Retirement Plan

This form is being provided to SCA/SPA employees with potential personal leave for cash out.

**In accordance with the SPA/SCA Meet and Confer agreement Section XIV:**

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. Administrators may annually cash out any unused portion of the current year's allocation.
- Cash out is based on 1/220<sup>th</sup> of the individual's annual salary
- Total personal leave hours cashed out will be deducted from your current personal leave balance.
- Personal Leave cash out will appear on the July 31, 2019 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.
- This provision is not applicable if the District is required to pay additional actuarial costs due to an excess compensation finding by DRS regarding TRS Plan 1 members.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Return to the Payroll Office no later than June 28, 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 prior school year.)

Less: Hours taken during current year \_\_\_\_\_

Total Hours Available \_\_\_\_\_

Compensation: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Total Hrs Rate Total Compensation

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

Pay Code TPC5  
Retirement Coding \_\_\_\_\_

Total Compensation \$ \_\_\_\_\_