SHORELINE SCHOOL DISTRICT
PAYROLL

2018-2019 OPTIONAL CASHOUT OF ANNUAL PERSONAL LEAVE ALLOCATION
CONFIDENTIAL

Employee Name | School or Department | Retirement Plan

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

In accordance with the CONFIDENTIAL agreement:

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. Confidential staff may annually cash out any unused portion of the current year's allocation.**
- **Cash out is based on 66% of the per diem rate based on the individual employee's 1/222 annual pay**
- **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 _____
(D*oes 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 : _____ - _____ - **3730** - _____ - _____ **$**_____**(** **%)**

_____ - _____ - **3730** - _____ - _____ **$**_____ **(** **%)**

_____ - _____ - **3730** - _____ - _____ **$**_____ **(** **%)**

Pay Code TPC5
Retirement Coding _____

Total Compensation **$**_____