

PAYROLL MEMO

TO: TRS PLAN 1 MEMBER(S)  
FROM: Debbie Case, Payroll Supervisor  
Date: September 1, 2018  
RE: TRS 1 Personal Leave Cash Out

For those SEA TRS Plan 1 members who are requesting personal leave cash out, please fill out below the additional hours worked with the corresponding dates. Please refer to the SEA contract Sections 46.4 if you have any questions.

# Hours submitted for cash out: \_\_\_\_\_

Additional hours of service (do not include hours that have been previously submitted for any type of compensation)

<u>Date</u>	<u># Hours</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Approved by (Principal)                      date

Please submit this form to payroll by Friday, June 14, 2019  
(Attached to the request for Personal Leave Cash Out)