

NORTHSHORE SCHOOL DISTRICT APPLICATION FOR
MONETARY COMPENSATION OF ELIGIBLE UNUSED ILLNESS & INJURY LEAVE FOR
THE 2018 CALENDAR YEAR

I hereby notify the Northshore School District that I elect to be compensated for all excess illness and injury leave accrued during the 2018 calendar year which is eligible for the annual conversion to monetary compensation pursuant to Northshore School District policy, practices, applicable Washington Administrative Code, and bargained agreements. It is understood that I must first accumulate 60 days of unused sick leave to qualify for compensation.

NAME (Please Print)

EMPLOYEE ID NUMBER

SCHOOL or DEPARTMENT

BARGAINING UNIT (NSEA, NEOPA, etc)

Choose only one option below:

Buy back all of the unused 12 days

Buy back a specific number of unused 12 days (please indicate the number of days to buy back, minimum of 1 day)

**Buy back only those days over the 180 day maximum (up to 12 days)
You may specify the number of days to buy back**

SIGNATURE

DATE

This application form must be submitted to **payroll** by January 31, 2019 for conversion of unused 2018 sick leave. Conversion is at the rate of 25 percent.

Payment for all employees will be on February 28, 2019
12/28/2018