

NORTHSHORE SCHOOL DISTRICT APPLICATION FOR  
MONETARY COMPENSATION OF ELIGIBLE UNUSED PERSONAL LEAVE

**NSEA MEMBERS ONLY**

2018 - 19 SCHOOL YEAR

I hereby notify the Northshore School District that I elect to be compensated for all excess personal leave accrued 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 have at least 2 days** of accumulated personal leave as of June 30 to qualify for compensation.

\_\_\_\_\_  
EMPLOYEE #

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
SCHOOL/BUILDING

**NSEA**  
\_\_\_\_\_  
BARGAINING UNIT

I wish to buy back \_\_\_\_\_ hours of my unused personal days **(in 3.75 hour increments only, max of 45 hours; paid at the long-term sub rate)**

I hereby certify that I am **NOT** a Plan 1 member who is within two years of retiring and am therefore eligible for monetary compensation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

This application form must be submitted to **payroll** by July 15 for conversion of unused personal leave.

Payment for twelve-month salaried employees will be on the August 31st pay statement.

**PAYROLL USE ONLY:**

Hours to Buy Back	6/30/19	H/C 235	_____
Hourly Rate			\$25.66667 _____
Buy Back Amount			\$ _____