

NORTHSHORE SCHOOL DISTRICT APPLICATION FOR
MONETARY COMPENSATION OF ELIGIBLE UNUSED PERSONAL LEAVE
2019 - 20 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

BARGAINING UNIT (NEOPA, ESP, M/G/W, etc)

I wish to buy back _____ days of my unused personal days
(Full Days Only)

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 June 30th for conversion of unused personal leave.
(Conversion is at the rate of 25 percent)

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

PAYROLL USE ONLY:

Hours for Buy Back _____

25% of the hours are: _____ H/C 235
(post 25% of the hours times hourly rate)

Hourly Rate \$ _____

Buy Back Amount \$ _____

Post balance of P/L hrs 6/30/20 H/C 233 _____