

Kuspuk School District

Classified Annual Leave Cash Out Form



Employee Name: _____

Date: _____

Amount Requested: _____
Specify in hours, days or "all available"

- Note: The annual leave cash out check will print with the next scheduled payroll check run. There will not be a special run of checks to accommodate with cash out of annual leave. Complete this form when time sheets are due. Each classified employee is allowed to cash out annual leave one time only during the fiscal year, aside from the year-end cash out for seasonal employees.

(please attach additional sheets if necessary)

Employee Signature & Date: _____

Supervisor Signature & Date: _____

Business Manager Signature & Date: _____