



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
 LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

APPLICATION TO BUY BACK A PERSONAL LEAVE DAY FROM A PREVIOUS YEAR

This form is not valid after June 4, 2019

Employee SSN / ID	Employee Name

a. Personal Leave days reimbursed in June, 20_____	Days
b. Number of days that you are going to buy back:	Day
c. Previous year's reimbursement rate:	\$
d. Total cost to buy back (b. x c.):	\$

Employee's Signature _____ Date _____

Principal's / Supervisor's Signature _____ Date _____

FOR PAYROLL USE ONLY

Number of Days	Attendance Code	Attendance Date	Date Entered	Initials
1	331			