

**Kalispell Public Schools
Certified Staff
Personal Leave Pay Out form**

Certified Employee	
Date of Application	
Unused Personal Leave Hours (April 30 Balance)	
Personal Leave Hours to be Paid Out	
Personal Leave Hours to be Carried Over	

Completed form must be received annually in the District Business Office by the Friday prior to Memorial Day. Payment will be made with the final June payroll.

In accordance with KEA Agreement, I request the unused balance of my personal leave to be paid out as stated above. I understand the any personal leave used by me after this claim was submitted will adjust my balance accordingly.

EMPLOYEE SIGNATURE

DATE

KEA Comprehensive Agreement – 2007-2009

12.3 Personal Day Leave: Three days personal leave will be granted without deduction from sick leave. Personal leave may accumulate to a total of five days. **Employees may be paid for unused personal leave at 1/2 (.5) of their daily rate.** A teacher who has a minimum of 75 accumulated unused sick days may trade six sick days from the current year for one personal day.

FOR DISTRICT USE ONLY:

Hours to Sell Back: _____
Multiplied by .5: _____
Contract Salary: _____
Divided by 187 days: _____
Daily Rate: _____
Personal Leave Pay: _____
