

**Mercer Island School District No. 400**

**Classified Personal Business Hours Form**

Three (3) days of leave for personal business will be granted each year. Unused and uncompensated personal business leave hours up to a maximum of three (3) days will automatically roll forward to the next academic year. An employee may choose to receive compensation for up to three (3) days of unused personal business leave hours by submitting this form for payment at the **employee's current hourly rate of pay**.

Due to the excess compensation regulations of the Department of Retirement Systems, PERS Plan 1 members must document on this form equivalent hours of additional actual work for this compensation.

Personal business balances can be found online via [Employee Access](#).

**NOTE:** Payment for personal business hours compensation will be included in the August payroll warrant. To be honored, this Form must be returned to the Payroll Office on or before June 30.

**Employee Name:** \_\_\_\_\_

**District Work Location:** \_\_\_\_\_

**Notice of Intent:**

I, \_\_\_\_\_, elect to be compensated for \_\_\_\_\_ number of  
*Employee Name* *Hours*

personal leave hours. I understand and agree that my personal leave hour balance will be reduced by this amount.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO THE PAYROLL OFFICE BY JUNE 30**