

Compensation For Unused Paid Leave

As per the USD 470 Master Agreement:

Article IX Section K: Compensation For Unused Paid Leave

1. Yearly Accumulated Paid Leave

If eligible, licensed personnel may request compensation at the rate of \$100/day for up to three days of unused paid leave per year. Employee must request compensation for leave no later than January 1 of the school year in which compensation is requested and employee will be compensated no later than June 30. To be eligible, licensed personnel must meet the following criteria:

- Employee has been employed by the district for a minimum of five years
- Employee has accumulated 50 or more days of available paid leave

At the end of each contracted school year, each full-time licensed personnel who has an accumulated paid leave in excess of seventy-eight (78) days shall receive \$100 per day for each unused day of paid leave accumulated in the year in excess of the seventy-eight (78) day accumulation, unless the teacher has specifically requested in advance to have some or all of these days credited to the sick leave assistance pool. Paid leave for which payment is received shall not be counted toward the ninety (90) day accumulation.

Teachers wanting to donate one or more of these accumulated days to the sick leave assistance pool instead of receiving compensation for those days must notify the payroll department of U.S.D. 470 by May 1 of the current year.

To request compensation for unused paid leave, please print this form and fill in the required information below.

***This form is due to Central Office January 1 of the school year compensation is being requested.**

1. Number of days being requested for compensation (1, 2, or 3) _____

2. Amount of compensation being requested (days X \$100.00) _____

Signature _____

Printed Name _____

Date submitted _____

For office use only

Received by _____

Date Received _____

Approved _____ Denied _____