



Classified Employee Request to Carry Over Personal Leave

Classified employees may request to carry over up to two days of personal leave to following school year. Up to 3 unused personal days will be cashed out in August. This form must be completed each year.

Request due dates:

PSE of Lake Stevens and Non Represented employees request due date is **May 31st** of the current year.

PSE Office Professionals, Teamsters Transportation and Teamsters Custodians request due date is **June 30th** of the current year.

This form is required to notify the Payroll Department of your request to carry over unused Personal leave.

Employee name (print) _____

Employee position _____

Number of days (1 or 2) or hours to carry over _____

Current school year _____

I wish to carry over the above number of unused Personal days (1 or 2 days) for use in the following school year.

Employee signature

Date

Payroll use
