



Snoqualmie Valley Public Schools

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2019-2020 Application for SVEA Annual Cash Out of Discretionary Personal Leave

Each school year SVEA members are front loaded two (2) days of Discretionary Personal Leave (DPL) during a contract year. Unused DPL may be accumulated to a total of six (6) days or may be “cashed out” at the certificated daily substitute rate of pay, or \$130.00 per day, whichever is greater.

DPL days not taken or cashed out will roll into the following year to a maximum accrual of six (6) days (2 days loaded for the new school year and a maximum of 4 days can roll over). Application for DPL “cash out” must be received in the District Business Office (Payroll Department) no later than **June 1st**. Any employee who would otherwise “lose” Discretionary Personal Leave due to exceeding the limit of 6 days will automatically have that amount cashed out.

To view your available DPL hours go to Employee Access and look under the Time Off tab, then My Status, and then click on the half diamond next to the word Discretionary. If you are a 1.0 FTE then 7.50 hours equals one DPL day. If you are less than a 1.0 FTE then your DPL hours will be less.

Instructions: Complete this application form **if you elect** to receive payment for DPL. Be sure to complete all blanks. Forms without signatures will not be accepted. Completed forms must be received in the Payroll Office by **June 1st**.

I understand this cash out will be on the basis of **full day increments** and that this remuneration will be included as earnable compensation for Plan 1 retirement system, but not for Plan 2 or Plan 3.

All DPL days converted for the cash-out will be deducted from my current leave balance. **Payment will be in your August warrant.**

Please Complete:

I hereby elect to convert _____ full day(s) of eligible DPL days at the certificated substitute daily rate of pay, or \$130.00, whichever is greater. Deduct these days from my current DPL balance.

(Print) Employee Name School

Employee Signature Date

RETURN COMPLETED FORM TO PAYROLL OFFICE

Payroll Office Use Only:

_____ Days to be paid x _____ Daily Rate = \$ _____ Total Paid

Date _____ Processed by: _____