



Troup County School System

*A Place for Every Kid*

**MEMORANDUM**

To: Resigning/Retiring ~ 220, 230, 240 Day Employees

RE: Annual Leave Days Payout

Below are options for payment of unused Annual Leave upon your resignation or retirement up to 24 days of unused annual leave. Employees who are **terminated** are not eligible to receive payment for unused Annual Leave days.

Reference: TCSS Policy GARH

Check the option of your choice, sign below, and have your administrator sign also. Submit this form to the Payroll Department.

**Options**

- Option 1:** I plan to use my annual leave days and do not want to receive payment. My last day to work is \_\_\_\_\_. I have communicated with my Administrator/Supervisor about the usage of my annual leave days.
- Option 2:** I plan to work through the end of the current school year or beyond and I want to receive payment for my unused annual leave days. I understand that payroll will review Munis records and will pay me for the total days of unused Annual Leave upon my last day of work.
- Option 3:** I plan to work **part** of the last month of the school year using part of my Annual Leave days. My last day of work is \_\_\_\_\_. I want to receive payment for unused Annual Leave days. I understand that payroll will review my Munis records and will pay me for the total days unused upon my last day of work.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

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**Tracy L. Fox, Chief Human Resource Officer**

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