



PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

1200 North Fifth Street • Perkasio, Pennsylvania 18944

Human Resources

TO: Administrative, Miscellaneous, and Professional Staff

DATE: May 1

RE: *Personal Leave Payout*

Agreements governing PEA, Administrators and Miscellaneous employees, allow a payment (listed below) for each unused personal leave day. The maximum number of days you can be compensated for is five (5) days at \$65 per day. In the alternative, employees may carry over as many as two (2) personal days from one year to the next to allow a maximum of five (5) personal days to be used during the following school year.

Request for payment must be made by **June 1st**. If you wish to request payment for unused personal leave days, please fill in the blank line, sign and return to the Human Resources Department no later than **June 1st**.

THIS FORM ONLY NEEDS TO BE RETURNED IF YOU WISH TO RECEIVE A PAYMENT FOR PERSONAL DAYS; OTHERWISE, YOUR REMAINING DAYS (UP TO TWO) WILL BE ROLLED INTO NEXT YEAR'S BEGINNING BALANCE.

I request _____ day(s) of unused personal days during the current school year at the daily rate of listed below.

Name _____ Date _____ Emp #

Signature _____ Building

Human Resources Department Use only:

School Year: _____	REQUESTED # OF UNUSED DAYS PAID	Per Day Cost	PERSONAL LEAVE PAYOUT	KRONOS UPDATED	SENT TO PAYROLL
TEACHERS/MISC		\$ 65.00	\$		
ACT 93		\$ 65.00	\$		