



Section 8.1.6-Maintenance Authorization Form to Cash Out Leave

Cashing out leave is at the option of the employee. You have one time a year to submit a request form.

- Must complete and submit this signed form to Employee Services by July 31, 2025
- Must be a full-time permanent employee (work 12 months a year)
 - Not applicable to temporary or seasonal employees
- Must have an accrued sick leave¹ balance of 80 hours or more as of June 30, 2025
 - You cannot cash out sick leave that reduces your sick time balance below 80 hours.
- Must have worked 235 complete work days from July 1, 2024 to June 30, 2025
 - Use of Accrued vacation counts as time worked.
 - 2 school closure days for 2024-25 counts as time worked.
- Must be employed by the school district at the time of payout
 - Retirees with 10 or more years of service may qualify for this benefit (time will be prorated based on the date of separation)
- Other information:
 - You will be paid on August 30, 2025
 - You will be paid your wage rate as of June 30, 2025
 - You may cash out up to five (5) days.
 - You must cash out in whole day increments.
 - Your time will be deducted from your leave balance before the cash out.

1. **NAME [PRINT]** _____

2. **BUILDING OR UNIT** _____

3. **NUMBER OF DAYS TO CASH OUT** _____

SIGNATURE

DATE

You may turn this form in directly to Employee Services at the District Office. For questions, contact Michelle Neu.

¹ Also referred to as Earned Sick and Safe Time (ESST)