

SEA Optional Cash Out of Annual Personal Leave Allocation

Please print, sign, and return this form to the payroll office no later than the final day of school.

You may hand deliver the completed form to payroll (18560 1st Ave. NE, Shoreline, 98155), or put into district mail at your worksite, in time for receipt no later than the last day of the school year.

Employee, please complete this section:

Last name, First name (please print clearly!)

School or Department

In accordance with the SEA bargaining agreement Section 53.0:

- Each certificated employee can accumulate up to a maximum of eight (8) Personal Leave days. Days not utilized or cashed out shall be forfeited.
- **An employee may cash out up to three (3) days of personal leave**
- Total personal leave hours cashed out will be deducted from your current personal leave balance.
- Personal Leave cash out will appear on the August payroll.
- You can view your Personal Leave balance in [Employee Access](#) Time Off.



I request to cash out _____ Personal Leave Hours

Employee Signature

Date

(Payroll Use Only)

Base Salary: _____ Assignment Days: _____ Total Requested Days: _____

TRI Salary: _____ Hours Per Day: _____ Assignment Hours: _____

Total Salary: _____ Total Assign Hours: _____ Total Hrs. Requested: _____

Total Salary: _____

Divided by Total Assign Hours: _____

Cash Out Rate: _____ X Hours Requested: _____