



Emmett School District #221
PTO PAYOUT REQUEST FORM
(Due by June 30)

PERSONAL DAYS - Master Agreement, Article X, Section 2: "Each full-time professional employee will be allowed a maximum of three (3) personal leave days per school year. This leave will not be deducted from sick leave. For individuals continuing employment with the District, up to three leave days may be carried into the next year, allowing a maximum of six (6) accumulated days. At the end of the school year, a teacher who has more than the allocated accumulated allowance for leave may request payment for a maximum of three (3) days of unused leave.... Requests are due by June 30th.... This reimbursement will be paid in the July paycheck."

- **Unused leave for Certified Employees: \$125.00 per day**
- **Unused leave for Classified Employees: \$62.50 per day**
- 12-month employees may roll over a maximum of 4 days for a total of 8 accumulated days

VACATION DAYS (for 12-month Employees) - Policy 5450: "...regular full time [employees], (working 12 months per year) are eligible to earn and use vacation time.... Vacation leave does not carry over from year to year unless specifically approved by the administrator due to exceptional circumstances. Employees who are eligible for 3 weeks of leave or more may request payment **at their daily rate** for up to 1 week of unused vacation days. This request must be in writing and completed prior to June 30th of each year."

Employee Name: _____

Position: _____ **Location:** _____

Total Unused Personal Days: _____ **Total Unused Vacation Days:** _____

Personal Day Requested Payout (maximum 3 days): _____

Vacation Day Requested Payout (maximum 4 days): _____

Request Date: _____ **Request Pay Check:** July Paycheck

By signing below, I am authorizing the School District to remove the number of earned, unused PTO days from my balance immediately and pay me out accordingly in my July paycheck. I acknowledge payout amounts are subject to verification and applicable payroll deductions and withholdings and submission of this form does not guarantee payout eligibility if requirements are not met under District policy.

Employee Signature

Date