



SESPA

Optional Cash Out of Annual Personal Leave Allocation

Return to the Payroll Office no later than June 30th

Last Name, First Name – Please Print

School or Department

In accordance with the SESPA bargaining agreement, Section 20.5:

- Three (3) days of Personal Leave will be allowed for each employee, cumulative up to a maximum of eight(8) personal leave days.
- An employee who uses less than the equivalent of three (3) days personal leave in a given school year may opt to cash out the difference between the number of days used and the allocation of three (3) at the employees highest hourly rate.
- Total personal leave hours cashed out will be deducted from your current personal leave balance.
- Eligible requested Personal Leave Cash Out will be included on the August Payroll
- Days in Excess of allowable rollover will be forfeited.
- You can view your Personal Leave balance in Employee Access Time Off.

☐

I request to cash out _____ Personal Leave Hours

OR

☐

I request to cash out the maximum Personal Leave
hours eligible

Employee Signature

Date

(Payroll Use Only)

Verification of Personal Leave allocation

Total personal leave hours allocated for the Current School Year _____

Less: Personal Leave taken during the current year (_____) _____

Total Personal Leave Hours Available for Cash Out _____

%
%

%
%

Pay Code: TPC5

Object Code: 3062

Rev. 2026-05