



SEIU - Mechanics

Optional Cash Out of Annual Personal Leave Allocation

Return to the Payroll Office no later than June 30

Last Name, First Name – Please Print

School or Department

In accordance with the Mechanics SEIU bargaining agreement Section 5.4:

- Three (3) days of Personal Leave will be allowed for each employee, cumulative up to a maximum of six (6) personal leave days.
- Employees may cashout three (3) personal days a year at the base pay rate of the position they hold at the time of the request.
- Personal days may be scheduled for use until August 31 of the current year.
- If an employee fails to cashout or utilize their personal days and accumulates more than six (6) days, then any day beyond six (6) days will be lost after August 31.
- Eligible requested personal leave cash out will be included on the September paycheck.
- Total personal leave hours cashed out will be deducted from your current personal leave balance.
- 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 _____

(Does not include personal leave carried forward from the prior school year.)

Total Personal Leave Hours Available for Cash Out _____

%

%

%

%

Pay Code: TPC5

Object Code: 3562

Rev. 2026-05