



SPA - SCA

Optional Cash Out of 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 SPA/SCA Meet and Confer agreement Section XV:

- Three (3) days of Personal Leave will be allowed for each employee, cumulative up to a maximum of six (6) personal leave days.
- An employee can elect to cash out any unused portion of the current year's allocation (up to a maximum of three (3) days of personal leave per year).
- 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 July Payroll and calculated at 1/221 of the annual salary for each position.
- Days in Excess of allowable rollover will be forfeited.
- You can view your Personal Leave balance in Employee Access Time Off

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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)

Total vacation leave hours allocated for the Current School Year _____
(Does not include vacation leave carried forward from the prior school year.)

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

Total Vacation Leave Hours Available for Cash Out _____

Pay Code: TPC5

Object Code SPA: 2660
Object Code Supt: 2860
Object Code SCA Cert: 2760
Object Code SCA Class: 3760