

Personal Leave Cash Out *Teacher*

Pursuant to Article 9, Section 3.5(a) of the Issaquah Education Association Negotiated Agreement (2018-2022), Staff members who have five (5) or more Personal leave days in their district balance, may cash out each year any number of days in their balance at the staff member's per diem rate of pay. The staff member must provide notice to the District regarding the desire to take such action by the final business day in June. The cash out will be paid on the August warrant.

Eligibility will be determined once all leave is posted for the school year. I understand that my personal leave balance will be reduced accordingly. I wish to cash out:

- Number of days Circle one
- 1 2 3 4 5 6 7 8 9 10

Name (Print)

Signature

Date

PLEASE RETURN COMPLETED FORM TO PAYROLL BY JUNE 30 FOR PAYMENT IN AUGUST.

Payroll Use Only

Current personal leave balance _____
 Hours to deduct _____
 New personal leave balance _____

Retirement plan _____
 Rate (per diem) _____
 Pay code _____