

Form PLD-3 Classified Employees

Action by the Superintendent and Board of Trustees stipulates that a classified employee shall be allowed to carry forward a maximum of four (4) personal leave days. The maximum number of personal leave days available for the 2019-2020 school year will be seven (7). If, at the end of the 2019-2020 school year, an employee has a balance of more than four (4) unused personal days, he/she **will be paid one-half his/her normal daily rate** for the number of unused days above four (4). The remaining four (4) days will be forwarded to the following school year, **UNLESS INDICATED OTHERWISE BELOW.**

Do nothing and your personal days, 4 and under, will automatically roll to the 2020-2021 school year.

If you wish to be **paid** for any or all of your personal leave days on the June 2020 pay check, please complete the following information. **All employees not returning next year, please submit this form to remind us to pay you for any personal time you may have.**

Print Name: _____

Assigned School: _____

Please **pay** me for the number of my unused personal leave days indicated below on the June 2020 pay check.

____ 1 ____ 2 ____ 3 ____ 4 ____ All that I have available

I understand that I must return this request form to my building secretary no later than May 22, 2020. The building secretary will forward all requests to the Payroll Department no later than May 28, 2020.

Employee Signature _____ Date _____



Twin Falls School District #411
An Affirmative Action/Equal Opportunity Employer