

## Form PLD-3 Administrators & Classified Supervisors

Action by the Superintendent and Board of Trustees stipulates that an administrative 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 unused personal days, he/she will be paid \$95.00 per day for the number of unused days above four. The remaining four days will be forwarded to the following school year. **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.

If you wish to have your personal leave days paid at \$95.00 per day, please indicate below.

Print Name: \_\_\_\_\_

Assigned School: \_\_\_\_\_

Please **pay** me \$95.00 each day 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 \_\_\_\_\_

