

PICKERINGTON LOCAL SCHOOL DISTRICT

Personal Leave Cash-In Request Form

Unused personal leave days shall be either converted to sick leave accumulation, or cashed in at the current daily sub rate. The request must be submitted by **April 1st** regarding intent to cash in all unused personal leave days; otherwise all unused days will be converted to sick leave. Payment for unused personal leave days shall be included in the July 20th paycheck.

Employee ID

I, _____ do hereby request that all of my unused days of personal leave
Name of Employee (please print)

be cashed in at the current daily sub rate.

Signature of Employee making request

Date signed

_____ Superintendent/designee decision Approved Disapproved
Date

Signature of Superintendent/designee

Application Instructions: Submit request to the Human Resources Department at District Office. After action has been taken by the District Office, a copy will be returned to the employee.