



DISPOSITION OF UNUSED PERSONAL LEAVE (HUM-F033)
SCHOOL YEAR 2022-2023
ADMINISTRATIVE, CERTIFIED AND CLASSIFIED STAFF

In order to be eligible, an employee must have accrued three personal days within this school year.

Employees who have elected to **NOT** use personal leave days may convert them as follows:

Option 1

The three personal leave days will be rolled over to sick leave at the end of the year.

Option 2

The employee may cash one day in at a per diem rate* and the remaining two days will be rolled over into sick leave at the end of the year.

*The per diem rate is your daily pay rate which is based on your scheduled hours per day and rate of pay. For example, for a classified employee that has 5 hours as their daily scheduled work hours and gets paid an hourly rate of \$15.96 has a daily pay rate of \$79.80.

For example, a certified employee that works 200-days with a Masters and 10 years' experience gets paid a salary of \$58,699 has a daily pay rate of \$293.50.

The deadline to respond to this is **May 22, 2023**. Once you respond, your option will be locked in and will not be able to be changed. If you do not respond by the deadline with your selected option, then the default will be Option 1.

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Please check the option below regarding how you want to dispose of your 2022-2023 unused personal leave days:

_____ Option 1 (as described above)

_____ Option 2 (as described above)

Employee Name

Employee ID

Work Location

Date

Return to the Payroll Department electronically
via the online form process by **May 22, 2023**