



Payroll Department
Request for Personal Leave Buy Back

(check one) Level 2 = \_\_ OI \_\_ ON \_\_ 2N \_\_ 2I

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

School/Worksite: \_\_\_\_\_

Personal Leave Buy Back (must select A or B)

- A. Employees may elect to be compensated for up to two (2) personal leave days at 80% of the employee's daily rate of pay if:
1. No more than three (3) days of personal leave have been used in the contract year, and
2. No more than seven (7) days of combined sick and personal leave have been used during the same contract year.
B. Employees may elect to be compensated for up to four (4) personal leave days at 80% of the employee's daily rate of pay if:
1. No more than two (2) days of personal leave have been used in the contract year, and
2. No more than five (5) days of combined sick and personal leave have been used during the same contract year.

The days for which compensation are received will be deducted from the employee's sick leave balance. To apply, an employee must submit the request, in writing, to the Payroll Department no later than May 1.

Employee Signature: \_\_\_\_\_

For 10-month employees, payment will be made on the June 15 paycheck.
For 12-month employees, payment will be made on the June 30 paycheck.

For Payroll Use Only

Review time entry screen and history screen before you key in

(circle one): R1 14 hours x 2 or 4 \$ x 80% \*

Hourly Rate: \_\_\_\_\_ # of Hours: \_\_\_\_\_ \$ Buy Back: \_\_\_\_\_

Ineligible: (check one)

\_\_ Received after May 1 \_\_ Exceeded allowed personal leave \_\_ Exceeded allowed total leave

Reviewed by: \_\_\_\_\_