

AAA and Directors Personal Leave Buyback Request

Employee Name (please print):

Location:

Employees within the Arlington Administrators Association (AAA) and Directors may choose to cash out personal leave per contract.

If the employee has used less than the accumulated amount of personal leave during the school year, they may choose the following option:

Enter number of days - up to five (5) days may be cashed out at per diem pay

If this option is selected, allowable days will be cashed out (up to a maximum of five days) pending verification of days available. The District will automatically cashout personal leave accumulation in excess of three (3) days at the end of the school year. Payment will be made on the July 31 Payroll.

Employee Signature

Date

Please sign this form in ink.

Return the signed original form to the Payroll Department by June 30th.

For use by payroll:

Cert code: _____ 2510 _____

Total Hours Available

Class code: _____ 3510 _____

Hours Cashing Out

Hours Remaining

2510: Personal Leave Buyback object code for certificated staff
3510: Personal Leave Buyback object code for classified staff