



PROCESS FOR

Teacher Personal Leave Buy-back 2018-2019

Process for payment:

1. Each Certificated staff member may claim up to three days of personal leave for buy-back at \$150.00 per day. Or they may carry over to the next year two days to allow for a maximum of five days personal leave that may be used in any given year.
 2. If any Certificated staff member has more than two days available at the end of the school year, the District will automatically pay the staff member for the excess days.
 3. Buy-back is available in full days increments only.
 4. Employee to submit to Payroll Department at the District Office.
 5. Completed forms must be received at the District Office by the END of June to be verified by the payroll department and processed for payment.
 6. Payment for the buy-back will be at the end of July.
-

EMPLOYEE NAME _____ Building _____

(Please Print)

Days used in 2018-2019 _____

Estimated Days still available _____

Days claimed for buy-back _____

Days to be carried forward to 2019-2020 _____

Employee Signature: _____

Date: _____

.....

For Payroll Office Use:

Account Code: _____ Business Manager Initial: _____

Number of days to be compensated _____