



PROCESS FOR
Classified Staff Personal Leave Buy-back
2018-2019

Process for payment:

- 1. Each Classified staff member may claim up to three days of personal leave for buy-back at their hourly rate of pay. 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 Classified 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