

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

PO Box 429, SAND POINT, AK 99661
PHONE 907.383.5222 • FAX 907.383.3496

PERSONAL LEAVE CASH-IN REQUEST FORM

PER THE NEGOTIATED AGREEMENTS, EMPLOYEES MAY BE COMPENSATED, AT THE APPLICABLE DAY RATE, FOR UP TO THREE (3) DAYS OF UNUSED PERSONAL LEAVE – AT THE END OF THE SCHOOL YEAR.

PLEASE COMPLETE THIS FORM, IF YOU WANT TO SUBMIT A REQUEST:

I request compensation for _____ DAYS of unused PERSONAL LEAVE.

PRINTED NAME

EMPLOYEE ID NUMBER

Signature

Date