

**Wahlake School District # 73
P.O. Box 907
Mattawa, WA 99349
Phone (509) 932-4565
Fax (509) 932-4565**

Payroll Office

Date: _____

To: Payroll Office

From: _____
Certified Employee's Name (please print)

Certified Agreement: Article VII. Leaves; Section B

Unused personal leave may accumulate to (5) days. At each employee's option unused personal leave may be sold back to the District for the employee's per diem rate.

Minimum number of hours needed to be sold back is _____.

Current Balance _____ hours or _____ days.

I wish to sell back _____ hours or _____ days of Personal Leave at the employee's per diem rate.

Employee Signature:

Date: _____