EDMONDS SCHOOL DISTRICT
Human Resources Department

2019-2020 EEA Annual Leave Cash-Out Request Form

Note: The District only needs to receive this form if you are requesting CASH-OUT of unused annual leave.

I, (please print) ____________________________________________ ____________________________
(First Name) (Last Name)

Elect to cash out up to five days of my Annual Leave for the 2019-20 school year. I understand I will receive monetary compensation for this time on my August pay warrant. Further, I understand that the actual number of eligible days for cash-out will be determined after all annual leave has been processed for the 2019-20 school year.

I am requesting cash-out of (please select one):

_____ 1 Day  _____ 2 Days  _____ 3 Days  _____ 4 Days  _____ 5 Days

Signed: ________________________________ Date: _____________

Location: ________________________________ Extension: ________

By signing, I certify that I have not been compensated by any district for 30 days of Annual Leave, and that what I am requesting above would not exceed 30 days of total compensated leave in any five consecutive years of certificated employment in Washington State.

Completed request forms must be received in Payroll by June 30, 2020.

(See next page for Additional Annual Leave Information)

For Payroll Use Only:

Balance: ________  NOTES:
2019-20 Hours per day: ________
Full Days: ________

(See next page for instructions)
• You have the ability to cash out up to 5 days of annual leave each year by submitting the Annual Leave Cash-Out Form.

• The **maximum** number of days that you can cash out in any year is limited to five, even upon retirement or resignation.

• **Annual leave will only be cashed out in full day increments. Your FTE equivalent is considered a “full day.”** Any partial days remaining will be carried over.

• Annual Leave is cashed out at the 75-day sub rate of pay ($230.58 for 2019-20).

• Your eligibility for cash-out will be determined in **August 2020** once all leave has been processed. **If you request, and are eligible to cash out, the payment will occur on your August pay warrant.**

• The Annual Leave allocation for the 2019-20 school year is 4 days (at your 2019-20 FTE).

• Your 2019-20 ending Annual Leave balance **PLUS** your 2020-21 allocation cannot exceed 36.65 hours. **Hours in excess of 36.65 will be lost.**

• **An employee’s Annual Leave balance cannot exceed 36.65 hours at any given time.**

• You are responsible for monitoring your leave balance, which is located in Employee Access, to determine what amount of leave you want to cash out.

• If you have a balance in your annual leave account, it will automatically carry over from year to year. **This will occur automatically; you do not need to notify the District of your intent to carry over annual leave.**

• If you have questions, please contact Karen Mustard via email mustardk536@edmonds.wednet.edu

• **Mail or drop off the original completed form to:**
  
  o **US MAIL:** Educational Services Center, Payroll Dept., 20420 68th Ave W, Lynnwood, WA 98036-7405
  
  o **Drop Off:** A drop box is located at the entrance of the ESC building