



PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

1200 North Fifth Street • Perkasie, Pennsylvania 18944

Human Resources

TO: Administrative, Miscellaneous, and Professional Staff

DATE: May 1

RE: *Personal Leave Payout*

Agreements governing PEA, Administrators and Miscellaneous employees, allow a payment (listed below) for each unused personal leave day. The maximum number of days you can be compensated for is five (5) days. In the alternative, employees may carry over as many as two (2) personal days from one year to the next to allow a maximum of five (5) personal days to be used during the following school year.

Request for payment must be made by **June 1st**. If you wish to request payment for unused personal leave days, please fill in the blank line, sign and return to the Human Resources Department no later than **June 1st**.

THIS FORM ONLY NEEDS TO BE RETURNED IF YOU WISH TO RECEIVE A PAYMENT FOR PERSONAL DAYS; OTHERWISE, YOUR REMAINING DAYS (UP TO TWO) WILL BE ROLLED INTO NEXT YEAR'S BEGINNING BALANCE.

I request _____ day(s) of unused personal days during the current school year at the daily rate of listed below.

Name Date Emp #

Signature Building

Human Resources Department Use only:

School Year:	REQUESTED # OF UNUSED DAYS PAID	Per Day Cost	PERSONAL LEAVE PAYOUT	KRONOS UPDATED	SENT TO PAYROLL
_____		\$ 65.00	\$		
TEACHERS/MISC		\$ 65.00	\$		
ACT 93		\$ 65.00	\$		