



To complete this form electronically,  
it must be opened in Adobe Reader!

# AEA Personal Leave Buyback Request

Employee's Name (Please print):

Location:

Employees within the AEA bargaining group may choose to cash out unused personal leave per the AEA Collective Bargaining Agreement, Article VI, Section 2, C, which states:

C. If the employee has used less than the accumulated amount of personal leave during the school year, he/she may choose one of the following options:

1. Unused days may be carried over to the following contract year. No more than five (5) personal days may be accumulated.
2. Up to five (5) days may be cashed in for \$200 per day by submitting the AEA Personal Leave Buyback Request Form (5400F3).
3. The District will automatically cash out an employee's personal leave accumulation in excess of three (3) days at the end of the school year. Reimbursement will be on the July paycheck.

I would like to cash out  days for \$200 per day (1.0 FTE).

If this option is selected, allowable days will be cashed out pending verification of days available. Payment will be made on the July 31st Payroll. **Please note:** Any remaining Personal Leave balance will be automatically carried over to the following contract year for a total of up to five days, unless this form is returned.

\_\_\_\_\_  
Employee's Signature

Date

**This form must be returned to the Payroll Department by June 30th.**

**Note: Original document required. Please print and sign. Forms not signed and dated will not be processed.**

<b>Payroll Use Only</b>	
<input type="text"/>	Total hours available
<input type="text"/>	Hours cashing out
<input type="text"/>	Hours remaining