

SKEA  
PERSONAL LEAVE  
CASH-OUT REQUEST  
DUE IN PAYROLL BY JULY 10<sup>TH</sup>

EMPLOYEE'S NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
(Print clearly)

Per section 7.6.3 of the SKEA Bargaining Agreement I am electing to cash-out \_\_\_\_\_ days of Personal Leave (up to three (3) days maximum) at my current per diem rate of pay.

This form must be **turned** into the Payroll Office no later than **July 10<sup>th</sup>** for payment of the cash-out on my July 31<sup>th</sup> pay warrant.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

LAST 4 OF SOCIAL SECURITY # \_\_\_\_\_  
(for identification only)