

ANWSD SUPPORT STAFF

REQUEST FOR "CASH OUT" OF UNUSED MEDICAL LEAVE

As per the Master Agreement, Article 16.2 (f):

"Employees may "cash out" up to three (3) unused medical leave days from their annual contractual allotment at their per diem rate. The "cash out" request must be submitted, in writing, by the employee to the Superintendent by June 1, and will be paid out to the employee in the last payroll of the contract year."

Employee Name: _____

School: _____

Number of Days Requested: _____

Employee Signature

Date

For Central Office Use Only:	
Date Received: _____	
Approval: _____	_____
Superintendent of Schools	Date