



# Sequim School District No. 323

“Engage Empower Thrive”

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www.sequimschools.org

## Personal Leave Cash Out Request Form

**EMPLOYEE SECTION:** Complete this section, sign and date the form; send to the Payroll Office at the District Office

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

SEA Members

Please cash out the following amount of hours: \_\_\_\_\_.

**I am submitting this request to cash out the personal leave hours noted above pursuant to my collective bargaining agreement. My signature below indicates that I understand and agree to the following:**

1. SEA Members may accrue up to a maximum of five (5) days of personal leave per year. Members have the option of taking personal leave during the year or of being compensated for up to two (2) days at the end of the year at the substitute pay rate.
2. Such compensation will be paid in July of each year. The Member is responsible for requesting payment prior to July 10th. Cash out payments are subject to the ordinary deductions and withholdings.
3. In the event that a request is not received, the leave will automatically roll over until 5 days are accumulated.
4. Once approved, this request is irrevocable.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY:**

Balance before cash out: \_\_\_\_\_ - Hours cashed out: \_\_\_\_\_ = Balance after cash out: \_\_\_\_\_.

Hours cashed out: \_\_\_\_\_ x Hourly rate: \_\_\_\_\_ = Total Dollars: \_\_\_\_\_.

**Return to Payroll by the 10<sup>th</sup> of July. Any requests received after that date will not be processed. ALL Personal Leave Cash Outs will be paid in July.**

# Instructions

Login into your Employee Access in Skyward to view your leave balances.

1. Click on the TIME OFF button.
2. Click the MY STATUS button.
3. You'll see a screen showing each category of leave available to you in the TIME OFF CODE column.
4. Under the AVAILABLE column is the balance of leave that is available to use or cash out. See highlighted picture below.

The screenshot shows the Skyward SEQUIM SCHOOL DISTRICT interface. At the top, there is a navigation bar with buttons for Home, Employee Information, Time Off, and FastTrack Open Positions. Below this is a section titled 'My Time Off Status' with a star icon and a warning icon. Underneath, there are dropdown menus for 'Views: General' and 'Filters: \*Skyward Default'. The main part of the screenshot is a table with the following columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, and Available. The 'Available' column for the 'Other Paid Leave' row is circled in red.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Other Paid Leave		135h 00m	102h 50m	32h 10m			32h 10m