

REQUEST FOR PAYMENT FOR UNUSED PERSONAL LEAVE  
DEADLINE TO SUBMIT FORM IS JULY 15

Article 26.08 of the Negotiated Agreement

A Classified OAPSE member that does not use any personal leave from July 1<sup>st</sup> through June 30<sup>th</sup> of a contract year will receive \$100.00 in extra pay. No other personal business leave will accumulate.

\_\_\_\_\_ I elect to receive payment of \$100.00 for my three (3) days of unused personal business leave available to me for the current school year.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

TO QUALIFY FOR PAYMENT  
THIS FORM MUST BE RECEIVED IN THE PAYROLL OFFICE  
NO LATER THAN JULY 15 EACH YEAR