



Snoqualmie Valley Public Schools

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Application for SEA Annual Cash Out of Discretionary Personal Leave

Each year SEA members receive two (2) days of Discretionary Personal Leave (DPL) with pay. Unused DPL may be accumulated to a total of three (3) days or may be “cashed out” at the certificated daily substitute rate of pay. DPL days not taken or cashed out will roll into the following year and accumulate to a maximum of three (3) days. Application for DPL “cash out” must be received in the District Business Office (Payroll Department) no later than **June 1st**.

To view your available DPL hours go to Employee Access and look under the Time Off tab, then My Time Off Status, and then Discretionary. If you are a 1.0 FTE then 7.50 hours equals one DPL day. If you are less than a 1.0 FTE then your DPL hours will be less.

DPL is not available (allowed to be used) during:

The first five (5) student work days and the last five (5) student work days of the instructional year, and the work day immediately before and after a holiday, and the work day immediately before and after winter, mid-winter, or spring break.

Instructions: Complete this application form **if you elect** to receive payment for DPL. Be sure to complete all blanks. Forms without signatures will not be accepted. Completed forms must be received in the Payroll Office by **June 1st**.

I understand this cash out will be on the basis of **full day increments** and that this remuneration will be included as earnable compensation for Plan 1 retirement system, but not for Plan 2 or Plan 3.

All DPL days converted for the cash-out will be deducted from my current leave balance. **Payment will be in your August warrant.**

Please Complete:

I hereby elect to convert _____ full day(s) of eligible DPL days at the certificated substitute daily rate of pay. Deduct these days from my current DPL balance.

(Print) Employee Name

School

Employee Signature

Date

RETURN COMPLETED FORM TO PAYROLL OFFICE

Payroll Office Use Only:

_____ Days to be paid x _____ Daily Rate = \$ _____ Total Paid

Date _____ Processed by: _____