

Kenai Peninsula Borough School District

## Administrator Sick Leave Cash In Request

Must be received by Payroll on or before May 1st

Please cash in the following number of leave days:

Leave  Number of days

Tier III members may request to cash out sick leave at the principal's per diem rate to contribute to their active 403(b) or 457 supplemental retirement account in the amounts defined below:

Tier III members with at least:

- 13 sick days accrued may contribute up to one (1) sick day per year
- 26 sick days accrued may contribute up to two (2) sick days per year
- 100 sick days accrued may contribute up to three (3) sick days per year

Please provide the following information:

\_\_\_\_\_  
Investment Provider

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Employee E#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date