

Kenai Peninsula Borough School District

Exempt 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

Exempt employees may request to cash out sick leave at their hourly rate, with the amount contributed directly to their 403(b) or 457 supplemental retirement account, according to the following guidelines:

- 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