Kenai Peninsula Borough School District

SUPPORT PERSONAL LEAVE CASH IN REQUEST

Must be received by Payroll on or before November 30 for December payroll

Must be received by Payroll on or before May 31 for June

Please cash in _____ (number of hours - maximum 5 days per YEAR)

of my personal leave day(s) at my hourly rate of pay.

Signature _____ Date _____

Name (print) _____ Employee E# _____

Address _____ School / Department Location _____

City, State, Zip _____

_____ Check here if this is a permanent change of address.

Business Office

Revised 09/15/2026 RR