

**Kalispell Public Schools
Certified Staff
Personal Leave Sell Back Form**

Certified Employee	
Date Of Application	
Unused Personal Leave Hours (April 30 Balance)	
Personal Leave Hours To Be Paid Out	
Personal Leave Hours To Be Carried Over	

Completed form must be received annually in the District Business Office by the Friday prior to Memorial Day. Payment will be made with the final June payroll.

In accordance with KEA Agreement, I request the unused balance of my personal leave to be paid out as stated above. I understand that any personal leave used by me after this claim was submitted will adjust my balance accordingly.

EMPLOYEE SIGNATURE: _____ DATE: _____

KEA Comprehensive Agreement – 2017-2019

12.3 Personal Day Leave: Four days personal leave will be granted without deduction from sick leave. Personal leave may accumulate to a total of seven days. **Employees may be paid for unused personal leave at 1/2 (.5) of their daily rate.**

FOR DISTRICT USE ONLY

Hours To Sell Back	
Contract Salary	
Daily Rate	
Hourly Rate	
Multiplied By .5	
Personal Leave Pay	