

COMMUNITY ACTION TEAM, INC.
Personal Leave Cash Out Request

An employee may carry over a maximum of 160 hours of accumulated personal leave into the following calendar year.

Accumulated personal leave hours may be converted to cash by an employee after two (2) years of continuous service.

Non-exempt employees must take at least 80 hours of personal leave in the current calendar year prior to requesting a cash out conversion. The maximum cash out allowed per calendar year for a non-exempt employee is 160 hours.

Exempt employees are *encouraged* to take at least 80 hours of personal leave in the current calendar year prior to requesting a cash out, but are not required to do so. Exempt employees may choose to cash out some or all of their accumulated personal leave.

An employee may request cash out of personal leave up to two (2) times in a calendar year. Requests must coincide with scheduled payroll dates.

No personal leave will accrue on the cash out leave option.

Employee Name

Total Amt of PL Used To-Date

I would like to cash out _____ hours of personal leave to be paid to me with my paycheck on _____.

Employee Signature

Date

Verified: _____
Authorized Fiscal Employee