



**HUMAN RESOURCES**  
Katherine Gardner, Director

*Mission: Mat-Su Borough School District prepares students for success*

# PAID TIME OFF LEAVE CASH-IN FORM

**\*\*Must be received in the payroll office on or before May 1<sup>st</sup>**  
**(Date Applies to MLMA, MSEA members)**

Email form to [MSBSDPAY@MATSUK12.US](mailto:MSBSDPAY@MATSUK12.US). Leave cash-in will be processed on the next regularly scheduled payroll based on payroll processing deadlines.

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_ (2 days Max per Year for MSEA members)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## FOR PAYROLL USE ONLY

OBJECT CODE: 319 Certified & Principal Pay Code: 842 Salary Non-Cert Employees

845 Salary Certified Employees

OBJECT CODE: 333 All OTHERS

AMOUNT OF CASH-IN: \_\_\_\_\_

Leave deducted from employee balance: \_\_\_\_\_

Check Date: \_\_\_\_\_

Payroll Staff Initial: \_\_\_\_\_

Aesop Updated: \_\_\_\_\_

Rev 04/15/2014