

BAINBRIDGE ISLAND SCHOOL DISTRICT #303
BAINBRIDGE ISLAND, WA

BIESPA Cash Out of Unused Personal Days

Article VII Section 7.7.3; Two days of unused personal days may be cashed out annually.

COMPLETE IN FULL:

NUMBER OF UNUSED DAYS TO CASH OUT: _____

(PRINT) EMPLOYEE NAME

LAST FOUR NUMBERS OF SOCIAL SECURITY

SIGNATURE OF EMPLOYEE

TODAY'S DATE

RETURN COMPLETED FORM TO PAYROLL DEPARTMENT BEFORE AUGUST 31st.

CASH OUT WILL BE IN YOUR FOLLOWING SEPTEMBER PAY.