

CAMAS SCHOOL DISTRICT  
 PAYROLL DEPARTMENT  
 APPLICATION FOR CASHOUT OF 2012 UNUSED SICK LEAVE

In accordance with WAC 392-136-015, I elect to convert all sick leave accumulated during the previous calendar year, less days taken, in excess of 480 hours to monetary compensation as provided by this section.

I understand that this monetary compensation will not be included as reportable compensation for retirement purposes. Sick leave buyback is subject to federal income taxes and social security.

All sick leave days converted for the cash out will be deducted from your current accumulated sick leave balance.

Forms received without your signature will not be accepted. Completed forms must be received in the Payroll Office by Thursday, January 31, 2013. Payment will be issued with the February payroll.

<u>To be completed by Payroll only</u>	
Allocated 2012 - Used in 2012 = Available x .25 = Buyback x Rate = Amount	
_____ - _____ = _____ x .25 = _____ x _____ = _____	

To be completed by Employee:	
_____ Employee Name (please print)	_____ Social Security Number (last four)
_____ Job Title	_____ School or Department
_____ Employee Signature	_____ Date

RETURN COMPLETED FORM TO THE PAYROLL OFFICE  
 PLEASE MAKE A COPY FOR YOUR RECORDS