

Everett Public Schools
SICK LEAVE CASH-OUT APPLICATION

I am eligible to cash out my unused sick leave because (mark one):

<input type="checkbox"/>	I have notified Human Resources in writing of my intention to retire; and upon separation from employment with Everett Public Schools, I will be granted a retirement allowance under the laws governing the Teachers' Retirement System or the Public Employees' Retirement System or the School Employees' Retirement System. If the reason you are entitled to these funds is due to your retirement from TRS, PERS or SERS, please attach a copy of the confirmation letter that you would have received from DRS after your retirement application was filed.
<input type="checkbox"/>	At the time of separation from employment, I will be at least age 55 and have 15 years of service in the Teachers Retirement System Plan 2 or 15 years of service in the School Employees' Retirement System Plan 2.
<input type="checkbox"/>	At the time of separation from employment, I will be at least age 55 and have 10 years of service in the Teachers' Retirement System Plan 3 or 10 years of service in the School Employees' Retirement System Plan 3.
<input type="checkbox"/>	I am the executor or personal representative of the estate of a former employee eligible for cash out. In the event of an employee's death, a certified copy of the death certificate must be forwarded to Human Resources.

**RETURN COMPLETED FORM AT LEAST 30 DAYS PRIOR TO
YOUR FINAL PAYDATE TO:**

Everett Public Schools
Payroll Department
PO Box 2098
Everett WA 98213

The sick leave cash out will be processed
(and your VEBA deposit mailed to the administrator if applicable)
on your final pay date.

If you have any questions, please contact Payroll at (425) 385-4160.

PLEASE TYPE OR PRINT

Employee Name Social Security No. Date of Employment Separation or Death

Mailing Address (for year-end W-2) City State Zip

Employee or Executor Signature Today's Date