



# Personal Day Carry Over Form

**Due date: June 30**

## FOR EEA CERTIFICATED EMPLOYEES

Certificated employees who are members of the Everett Education Association (EEA) Bargaining Unit may elect annually to carry over their unused personal days, up to a maximum of two (2) days, into the next contract year. *(Refer to Section 7.02 of Collective Bargaining Agreement)*

Completion of this form confirms your desire to elect this carry over option, as indicated below.

**I WOULD LIKE TO CARRY OVER** \_\_\_\_\_ (indicate number of days – not to exceed 2) of my remaining\* personal days.

My assigned hours per day are: \_\_\_\_\_

*\*Leave not yet recorded will affect the final balance redeemed.*

**If no action is taken and/or this form is not received in the Payroll office by the June 30 deadline, any remaining unused personal day hours will be cashed out.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Date

- ★ **Return this original form to Payroll by June 30 – copies or faxes will not be accepted.**
- ★ **Forms received after the June 30 deadline will not be accepted.**
- ★ **Cash outs will be applied on the July payroll.**
- ★ **Carry over days will be reflected after the September payroll.**