



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.*

Due to recent stay-at-home orders, electronic signatures and emailed forms to payroll@everettsd.org will be accepted provided they are sent from a district email address.

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

Employee's Signature

Employee ID#

Date

Employee Printed Name

- ★ **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.**