

**COMMUNITY ACTION TEAM, INC.**

Personal Leave Cash Out

Maximum accumulated personal leave carryover allowed to next calendar year is 160 hours.

Accumulated personal leave hours may be converted to cash by an employee after 2 (two) years of continuous service and the non-exempt employee must have taken at least 80 (eighty) hours of personal leave in the current calendar year prior to requesting the conversion. Exempt employees are encouraged to take at least 80 (eighty) hours of personal leave in the current calendar year prior to requesting the cash out, but are not required to.

Requests can be made up to 2 (two) times in a calendar year and must coincide with the scheduled payroll dates.

The maximum cash out per calendar year is 160 hours.

No personal leave will accrue on the cash out leave option.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Total number of PL hours used to date

I would like to cash out \_\_\_\_\_ hours of personal leave to be paid to me with my paycheck on \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Verified: \_\_\_\_\_  
Fiscal