



HUMAN RESOURCES
Katherine Gardner, Director

Mission: Mat-Su Borough School District prepares students for success

PAID TIME OFF LEAVE CASH-IN FORM

****Must be received in the payroll office on or before May 1st**
(Date Applies to MLMA, MSEA members)

Email form to MSBSDPAY@MATSUK12.US. Leave cash-in will be processed on the next regularly scheduled payroll based on payroll processing deadlines.

Name: _____ Employee #: _____

Number of Days Requested: _____ (3 days max per year for MSEA members)

Employee Signature

Date

FOR PAYROLL USE ONLY

OBJECT CODE: 319 Certified & Principal Pay Code: 842 Salary Non-Cert Employees

845 Salary Certified Employees

OBJECT CODE: 333 All OTHERS

AMOUNT OF CASH-IN: _____

Leave deducted from employee balance: _____

Check Date: _____

Payroll Staff Initial: _____

Aesop Updated: _____

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