**Discretionary Leave Pay Out**

Should an employee not use their full allotment of discretionary Leave by the conclusion of any contract year, they shall inform the Cooperative by April 1 of the intent to either:

1. Allow their remaining discretionary days to accumulate in a special sick leave account under the teacher’s name such accumulation not to exceed 75 days (600 hours). This leave shall be available to the individual teacher’s future use in any instance whereby the current “twelve day” leave is exhausted. Or,
2. Receive $50 per unused day in exchange for returning those unused days to the Cooperative, Pursuant to the completion of the employee’s contract.

When an employee leaves employment with the Cooperative due to retirement through KPER’s or death the employee beneficiary will receive compensation for any unused accumulated leave at a rate of $50 per day.

Requesting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_