

East Central Kansas Cooperative in Education

Interlocal #614
600 HIGH ST – PO BOX 41
BALDWIN CITY, KS 66006

Daniel Wray, Director
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Ph: 785-594-2737
Fax: 785-594-6815

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:

- i. Allow their unused discretionary days to accumulate in a leave account under the teacher’s name, such accumulation not to exceed seventy-five (75) days. This leave account shall be available for the employee’s use as discretionary leave should the employee exhaust their annual 12-day allocation. Or,
- ii. Receive \$50 per unused day in exchange for returning those unused days to the Cooperative, pursuant to the completion of the employee’s contract. Employees with 10 or more years of service to the Cooperative may choose to exchange unused days at a rate of \$100 per day.

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 \$100 per day.

Requesting _____ days

Date _____

Signature _____

Print Name _____

Providing *Special Education Services* to:

**Baldwin
USD 348**

**Eudora
USD 491**

**Wellsville
USD 289**

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