

Dear MIEA Members,

While the final wording and forms for the Personal Leave MOU are still being bargained, we thought the following may be helpful.

Our verbal understanding is if you have days you do not wish to use,

1. You may roll over up to 3 days and cash out up to 3 days
2. You will not need to do "extra" work to cash out your days

Personal Leave Hours Balance

- 1) Go to your Skyward Account via [Employee Access](#)
- 2) Go the top left and click on "Time Off"
- 3) Click on "My Status"

This shows you how many hours you have remaining for personal leave and sick leave.



Cash Out Option

If you wish to cash out your hours, the pay will be:

- Certificated members = \$24.67/hour (or \$185/day)
 - the cost for the district to cover your substitute
- Classified members = your current hourly rate of pay

Forms will be sent out by the district and will be due on June 30th. If you have questions, feel free to reach out to [Susan Hamp](#) or [Sally Loeser](#).

Sincerely,
Your MIEA Representatives