

## MICHIGAN CITY AREA SCHOOLS APPLICATION FOR PAYOUT OF UNUSED PTO

### STAFF MEMBER DATA

Name: \_\_\_\_\_ Building: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

In accordance with Article 5, N of the CBA,

I hereby apply to receive a one-time cash payment for \_\_\_\_\_ unused Personal Time Off (PTO) days not used during the 2018-2019 school year. I understand that compensation is at a rate of \$60 per unused PTO (identified above) and not to exceed 12 total days for the 2018-2019 school year. I further understand that once this request for compensation has been submitted, the PTO days will not be retained and will not be rolled over to accumulated days. *(Please fill in the number of days in the blank above.)*

My signature on this form indicates that I am opting in for the Teacher Attendance Stipend.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Approved on

\_\_\_\_\_ Associate Superintendent Signature

**Article 5, N:**

**Teacher Attendance Stipend**

1. A teacher attendance stipend encourages improved teacher attendance which will positively impact student growth and achievement in the classroom. Teachers will be compensated at a rate of \$60 per unused Personal Time Off (PTO) days not used during the school year (12 maximum per year)
2. Teachers will be compensated on the last pay period of the contractual period (26th pay).
3. Teachers must opt in for the stipend and may retain PTO days not used towards the stipend.

**Submit form to personnel within 5 working days of the last teacher workday.  
Please note: Payment will be made, once paperwork is completed, on the 26<sup>th</sup> pay.**

For office use only:

Date Received in Personnel:		PTO Balance:	
Paycheck Date Paid		Retirement (Yes/No)	