

Request for Accrued Paid Release Payment

Effective September 1, 2006, employees that have accrued more than 100 hours of paid release time may request payment of up to 40 hours of paid release time two times per year (September 1 to August 31).

Requesting Employee's Name: _____

I am requesting to be paid for _____ hours of paid release time. I want to receive this payment on the payroll check to be received on (date) _____.

I have more than 100 hours of paid release accrued as of this date.

I _____ have _____ have not requested payment for paid release during this contract year September 1, _____ to August 31, _____.

I understand that:

- The payment for this paid release time is considered wages and is subject to the required deductions (Federal tax, State tax, FICA and Medicare) and that this payment may result in higher than normal withholding rates.
- There will be no accrual on the paid release hours on this payment.
- That overtime is paid on hours worked only. This payment will not result in overtime payments.

Employee signature

Date

_____ has more than 100 hours of accrued paid release time and _____ has _____ has not requested payment for paid release within the dates listed above.

Previous paid release payout requested (if applicable) _____

PTO balance _____ as of _____

Chief Financial Officer

Date