



Payroll Office
Administration Building
2112 Utica-Sellersburg Road
Jeffersonville, IN 47130

Phone: (812) 288-4802

PAYMENT FOR UNUSED ANNUAL LEAVE

If you have unused annual leave days at the end of the school year, you may qualify to receive payment for those days. Guidelines specific to your pay group can be found in Outlook under Public Folders>All Public Folders>GCCS>GCCS Forms>Employee Contracts. Please note that in order to be eligible you must have a minimum of 30 accumulated days.

To receive payment, per your contract, for unused annual leave days, please complete the information below and return it to the Payroll Department no later than May 18, 2018.

Printed Name of Employee

Date

Employee Signature

POSITION (Please check correct box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Principal/Asst. Principal | <input type="checkbox"/> Teacher | <input type="checkbox"/> Para-educator |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Custodial/Maintenance | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Health Assistant | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Other _____ | | |

If you have any questions, please feel free to contact a Payroll staff member:

Ashley Forsee.....Ext. 50152
Carolyn Barton.....Ext. 50151
Theresa WarrenExt. 50150