DUE TO PERSONNEL BY 10-9-09

IRVING INDEPENDENT SCHOOL DISTRICT

Request to Sell *Exemplary Attendance Days* During Employment

Name: _____ Employee Number:_____

Campus:_____ Position:_____

According to the rules of the Exemplary Attendance Program, I am requesting to "sell" my Exemplary Attendance Days back to the Irving Independent School District. I understand:

- A minimum of 15 days must be in the employee's Exemplary Attendance Sick Leave Days account before being eligible to sell any days.
    - A maximum 10 days may be sold at 80% of the rate equivalent to the retirement "Buy-Back" rate set by the Board of Trustees at that time. Currently the "Buy-Back" rate is set at $100 per day.
    - Any additional days in the Exemplary Attendance Days account may be "sold" (in the same year that the first 10 days are "sold") at 50% of the rate equivalent to the retirement "Buy-Back" rate set by the Board of Trustees
- The request to "sell" Exemplary Attendance Days must be made during the month of September each year.
- The payment will be made to the employee in the October paycheck under "Special Earnings."
- Any days sold are subject to income tax.

According to my records, I have a total of _____ Exemplary Attendance Days.

At this time, I choose to _____ Not "Sell" any accumulated days; or
_____ "Sell" my accumulated days as detailed below:

_____ days at $80 per day (maximum of 10 days) for a total of $_____

\+ +
_____ days at $50 per day (no maximum) for a total of $_____

= =
_____ TOTAL DAYS SOLD, FOR A TOTAL OF $_____

Signed:

_____ _____
Employee Signature Date

All Requests must be submitted to Robyn Wolters, Director of Personnel, with a Deadline of October 9, 2009

FOR OFFICE USE ONLY:

Personnel Department Approval: _____

Payroll Department Approval:_____

____ Days @ $80 Per = $_____

____ Days @ $50 Per = $_____

____Total EA Days = $_____