



City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

**PSEA
PERSONAL LEAVE CASH-IN
AUTHORIZATION**

To: Payroll
747-1825
747-0536 fax

From: _____

I would like to convert _____ hours of my accrued personal leave (PTO) to cash, per Article 6, Section 6 of the Collective Bargaining Agreement between the City and Borough of Sitka and Public Safety Employees Association. I understand that I may cash out up to two hundred (200) hours per fiscal year in no more than 2 installments and that my leave balance will be reduced accordingly. Additionally, such payment does not eliminate the mandatory use requirements defined in section 6 of the CBA.

Please specify if you would like to receive your cash out via check or direct deposit.

Check _____

Direct Deposit _____

Checks and/or Direct Deposit can take up to five (5) business days to process.

Employee Signature

Date

Department Head

Date

Thank You ☺