



**FOR TEACHERS ONLY**

Request for Payout of **Earned Days Off** are to be faxed by **June 13** to the Payroll Department at the Meadow Lake Office.

Name: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_ Total EDO days remaining as of May 31, 2019

- \_\_\_\_\_ No. of days to be taken in June and dates taken:  
\_\_\_\_\_

- \_\_\_\_\_ Days transferred to Personal PD Account at sub teacher rate

- \_\_\_\_\_ No. of days requested for payout at sub teacher rate

- \_\_\_\_\_ Days transferred to Student Loan Program at sub teacher rate

= \_\_\_\_\_ Days carried forward to next academic year

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Date: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

**Note: You may carry a maximum of 2 of YOUR days to the next academic year.  
(for example: 50% fte - maximum to carry to next academic year is 1.0 day)  
September 2018 to June 2019: sub teacher rate = \$260.00 per day**