



FOR TEACHERS ONLY

Request for Payout of **Earned Days Off** are to be emailed by **June 7** to the Payroll Department at the Meadow Lake Office.

Name: _____ School: _____

_____	Total EDO days remaining as of May 31, 2026
- _____	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 NWSD Student Loan Program at sub teacher rate
= _____	Days carried forward to next academic year

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 2025 to June 2026: sub teacher rate = \$290.00 per day**