



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, 2024

- _____ 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 2023 to June 2024: sub teacher rate = \$270.00 per day**