

### **Sick Leave Cash-in Plan Details:**

Full-time employees of Miami-Dade County Public Schools, **except Managerial Exempt Employees (MEP)**, may "cash-in" the sick leave that has been earned during the period of **July 1, 2018 through June 30, 2019**, subject to the following restrictions:

- You have used and have been reported no more than three (3) sick, personal or leave-without-pay days **combined** during this period. It is your responsibility to review your paychecks and your Time Statement to ensure that you have not been erroneously charged for days, which will impact your eligibility to "cash-in".
- You must have a remaining sick leave balance of no less than twenty-one (21) days after "cash-in".
- The sick leave "cash-in" is paid at a rate of 80%.
- This election is **"IRREVOCABLE"** after the enrollment period has ended.
- Your election must be made **by Thursday, June 6, 2019**.

### **Additional Information:**

Payment will be made via direct deposit on July 19, 2019; subject to all applicable deductions.