

**Sick Leave Cash-In Plan Details:**

Full-time employees of Miami-Dade County Public Schools, **except Managerial Exempt Personnel (MEP)**, may “cash-in” the sick leave that has been earned during the period of July 1, 2019 through June 30, 2020, 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”. If you find any discrepancies, you must contact your work site administrator via email immediately.
- You must have a remaining sick leave balance of no less than twenty-one (21) days after “cash-in”. As an example, if you are eligible, and your sick leave balance on June 30, 2020 is 29 days, you will only be able to cash-in eight (8) days, regardless of how many you earned this year.
- 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 the **Thursday, June 4, 2020** deadline.

**Additional Information:**

Payment will be made via direct deposit on July 17, 2020; subject to all applicable deductions.