

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 days that have been earned during the period of **July 1, 2025 through June 30, 2026**, subject to the following restrictions:

- You have used and have been reported no more than three **(3)** sick, personal and/or leave-without-pay days **combined** during this period.
- 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, 2026 is 29 days, you will only be able to cash-in eight (8) days, regardless of how many you earned during the 2025-2026 year.
- The sick leave “cash-in” is paid at a rate of 80%.
- You may only participate in **one** of the two options; Sick Leave Cash-In or 401(k) Rollover. If both options are selected during the enrollment period, you must go back and “cancel” the option selected in error. If at the conclusion of the enrollment period, both options remain selected, the system will automatically and **IRREVOCABLY** prioritize the Sick Leave Cash-In option, and it will not process the 401(k) Rollover option.
- This election is **“IRREVOCABLE”** after the enrollment period has ended.
- Your election must be made by the **Monday, June 1, 2026** deadline.
- It is **your** responsibility to review your paychecks and your Time Statement regularly to ensure that you have not been erroneously charged for days, which will impact your eligibility to “cash-in”.

Additional Information:

Vacation days are **not** eligible for the cash-in program.

Payment will be made via direct deposit on July 10, 2026; subject to all applicable deductions.