



# ROSCOMMON AREA PUBLIC SCHOOLS

299H W. Sunset Dr. Roscommon, MI 48653 ♦ 989-275-6600 ♦ rapsk12.net

## Memo

**To:** Roscommon Teachers Association Members

**From:** Chelsey Matteson, HR Admin Assistant  
Ext: 6608

**RE:** Annual Leave Time Payment Request (2021-22)

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### RTA MASTER AGREEMENT 2021-2024

“If a teacher uses 4 or fewer annual leave days (sick and wellness combined), the district will pay \$100 per day for any unused annual leave days up to a cap of eight days or \$800.00. Employees must request the payment, which will be included on the July 15th payroll and any remaining annual leave time will be rolled in the employee’s sick bank.”

Please complete and sign below for the number of days you would like to request to be paid out in the July 15<sup>th</sup> payroll. Also, please complete an absence form with this request.

**All requests are due by June 10th, 2022.**

I \_\_\_\_\_ request (maximum 8 days) annual leave days to be paid  
(Print Name)  
out at \$100.00 per day for the 2021-2022 school year per RTA Contract Article X, Item M).

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please feel free to contact me if you have any questions. Ext: 6608*