

## MEMORANDUM

**TO: Administrators, Principals and Supervisors**

**FROM: Bruce Scheeley  
Director of Payroll**

**DATE: April 2, 2024**

**SUBJECT: REQUEST FOR PAYMENT OF 2023-2024 UNUSED  
ACCUMULATED SICK LEAVE**

The attached form is for your administrative, certificated, paraprofessionals and classified civil service employees who may wish to apply for payment of their current year unused accumulated sick leave.

It is requested that you inform **ALL OF YOUR EMPLOYEES** of this benefit. This memorandum should also be posted in your teachers/employee lounge. This form is also available on the DCPS website under Business Services/Payroll

The original application forms must be received in the Payroll Department by the due dates below for payment to be made. Any late forms will not be accepted.

10 month employees: Due May 31, 2024. Paid on July 5, 2024

11 and 12 month employees: Due June 21, 2024. Paid on July 19, 2024