

To All Timekeepers:

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/employees lounge. This form is also available on the DCPS website under Business Services/Payroll click here: <https://dcps.duvalschools.org/Page/9553>

The original application forms must be received in the Payroll Department by the due dates below for payment to be made. _____.

10 month employees: Due May 31, 2024

11 and 12 month employees: Due June 21, 2024

Questions should be referred to the Payroll Office at 390-2022.