

RICHLAND PARISH SCHOOL BOARD ANNUAL LEAVE REQUEST FORM

EMPLOYEE NUMBER		NUMBER OF DAYS AVAILABLE	
NAME OF EMPLOYEE		TOTAL SALARY	
GENERAL LEDGER ACCOUNT CODE		WORK DAYS PER YEAR	
ACCOUNT CODE		DAILY RATE OF PAY	

05
EARNING CODE

AMOUNT OF CHECK

APPROVED BY: _____

DATE APPROVED: _____

1) Post in leave system Code 22

Effective 04-05 Fiscal year:

(Total salary includes 12 monthly checks, 13th check three-year average and 14th check three-year average.)

27% Federal Taxes on Supplement Payments

No retirement is due on annual leave payments.

Annual Leave balance will be reduced accordingly.

Salary Calculation

12 checks _____

13th check - 3 yr. Avg. _____

14th check - 3 yr. Avg. _____

TOTAL _____