



**Maintenance and Trades
Bargaining Unit
Annual Sick Leave Buy-Back Form**

Section 1: EMPLOYEE DATA

1. Employee ID			Date Received in HR
2. Employee Name			
3. Address			
4. City	5. State	6. Zip Code	
7. Personal Email	8. Home Phone	9. Mobile Phone	

Buy Back Information

Bargaining unit members are eligible to buy back their annual unused sick leave credits, up to a maximum of six (6) days. To participate in the buyback process this form should be filled out and returned to the office of Human Resources and Equal Opportunity & Outreach by June 30th.

<u>Sick Leave Days Used</u>	<u>Cash In Allowed</u>	<u>Cash In Value</u>
0	6	6 days (100%)
1	5	5 days (100%)
2	4	3 days (75%)
3	3	2.25 days (75%)
4	2	1 days (50%)
5	1	0.5 days (50%)
6 or more	0	0 days (0.0%)

Sick days cashed in shall be deducted from the employee's sick leave balance. Payment shall be made no later than the last pay period in July.

I am requesting to buy back sick leave in accordance with the collective bargaining agreement covering my position

Sick Leave total used between last July 1, and June 30, of current year: _____

Days requested to buy back _____

Employees Signature	Date
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OFFICE USE ONLY

SKA; <u>PAYROLL DATA ENTRY</u>	SCI: _____	By (Initials): _____	Date: _____
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