SUNNYSIDE SCHOOL DISTRICT
PAYROLL

ANNUAL SICK LEAVE BUY BACK

Instructions: Complete the form below if you elect to receive payment for sick leave accumulated through the 2012 calendar year. Forms without signatures will not be accepted. Completed forms must be returned to the Payroll Department by February 15, 2013.

All sick leave days converted for pay will be deducted from your accumulated sick leave balance. Minimum cash out is one day. Maximum cash out is 12 days, less any sick leave taken between January 1 and December 31 of 2012. Minimum remaining sick leave balance must be at least 60 days. Compensation will be based on 25% of your current daily rate (for every 4 days cashed out, you get paid 1 day).

Payment will be made on your February pay warrant.

Yes, I wish to participate in the annual sick leave buy back. I want to buy back ________ hours.
(To buy back all available hours write ALL in the blank above.)

Print Name: ____________________________

Signature: ____________________________ Date: ____________