



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY  
Transform the Life of Every Student Every Day!

## Sick Leave Buy-Back Program

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**Eligibility -- Staff may sell back a maximum of 12 days per year; however, the staff member must maintain at least 15 sick days.**

NAME \_\_\_\_\_

NUMBER OF ACCUMULATED SICK DAYS \_\_\_\_\_

NUMBER OF LEAVE DAYS TO BE SOLD \_\_\_\_\_  
(Paid at the greater of \$40 or 15% of daily rate of pay for each day)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This completed form should be submitted to the Finance Office on or before **October 15<sup>th</sup>**.

Payment will be made no later than December 15<sup>th</sup>. Payment is subject to all applicable taxes and retirement withholdings.