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 15th**.

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

09/28/2016