CSEA EMPLOYEES ACCRUED SICK TIME BUYBACK FORM

Under the provisions of Article V paragraph 7 of the CSEA contract, the undersigned elects to buy back allotted sick time. The rate of pay shall be calculated at the time of payment. No buy out shall be permitted unless at the time of election the Employee must have at least 125 days accumulated. Buyouts shall be in lots of 25 days.

***Note: The minimum number of sick days may <u>not</u> fall below fifty (50) days.**

_____ , _____ hereby requests
Employee name Social security number

that _____ accrued sick days be redeemed. (Number of days in lots of 25)

Date of hire _____

Number of sick days to be redeemed _____

Accrued sick time remaining after this buyback _____

_____ _____
Print name Employee signature

_____ _____
Social security number Date of application

_____

Verified by _____, prior to September 1, _____
Employee in Accounting Office

Approved by _____
Supervisor's Office

to be paid in January of the new year

_____

Supervisor's office forwarded to Accounting on _____