

## SICK DAY BUY-BACK REQUEST FORM – SCHOOL RELATED PROFESSIONALS

Per Article XVII of the BOCES Faculty Association (BFA) contract, at the end of each school year, full-time School Related Professionals may cash in up to five (5) of their earned and unused sick days at the rate of fifty dollars (\$50.00) per day.

1. Interested School Related Professional must complete the form below and send to the Attendance Office, attention Cindy Cameron, **no later than June 1<sup>st</sup>**.
2. Requests must be in full day increments and may not exceed an employee's earned balance at the time of request.
3. Payment will be included in the next open payroll cycle after approval and is subject to the employee's standard deductions and withholdings on file.

### To be completed by Employee:

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

I, \_\_\_\_\_, request a buy-back of \_\_\_\_\_ sick days from my current earned balance. I understand that my sick leave accrual balance will be reduced by the number of days I have requested to be paid out.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### To be completed by Business Office:

#### 1. Attendance:

Does employee have enough days to cover requested buy-back?  YES  NO

<i>Available Sick Days</i>	<i>Requested Days to Payout</i>	<i>Balance After Buy-Back</i>	<i>WC Attendance Trans #</i>
<b>Completed By:</b>		<b>Date:</b>	

#### 2. Payroll:

<i>Rate of Pay per Day</i>	<i>Days to Be Paid Out</i>	<i>Total Payout</i>	<i>WC Payroll Trans #</i>
\$50.00			
<b>Completed By:</b>		<b>Date:</b>	