

SICK DAY BUY-BACK REQUEST FORM – TEACHERS

Per Article XI of the BOCES Faculty Association (BFA) contract, at the end of each school year, full-time Teachers may cash in up to five (5) of their earned and unused sick days at the rate of one hundred dollars (\$100.00) per day.

1. Interested Teachers must complete the form below and send to the Attendance Office, attention Cindy Cameron, **no later than June 1st**.
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>
Completed By:		Date:	

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>
\$100.00			
Completed By:		Date:	