

Payment for Unused Sick Time

The City Council has approved for the city employee to buy back up to forty (40) hours of unused sick time leave one (1) time per year. The buy-back payout will be issued on the first pay period prior to the Thanksgiving holiday.

In order to request payment for unused sick leave, the employee must maintain a minimum balance of eighty (80) hours of sick after the buy-back request. If the employee used more than twenty-four (24) hours of sick time during the year they are not eligible. The employee must make a written request on the appropriate form and submit the form to the Humane Resource Department before the required due date (November 1st of each year).

Sick leave buy back will be paid at the employee's current hourly rate of pay.

Payment of sick leave buy back will be processed on the first pay period prior to the Thanksgiving holiday and will be issued in a separate paycheck. The payment for unused leave will be processed through payroll; therefore, all applicable state and federal taxes, and TMRS will apply. This payment will be included in taxable wages and reported on your W-2 form.

Sick Leave Buy Back Form



Employee Name: _____

Current Balance of Sick Leave Available to Sell: _____ hours

PAYMENT WILL BE ISSUED IN THE FORM OF A SEPARATE PAYCHECK

Statement of Declaration

I, _____ wish to receive payment for _____ hours of unused sick leave.

Employee Signature

Date

Payment of sick leave buy back will be processed on the first paycheck in November prior to the Thanksgiving holiday. Payments will be issued in a separate paycheck. The payment for unused leave will be processed through payroll; therefore, all applicable state and federal taxes, and TMRS will apply. This payment will be included in taxable wages and reported on your W-2 forms.

Approval by Payroll Department

Request Approved By: _____

Request Denied By: _____

Reason for Denial:

Fund/Dept: _____

Hourly Rate: _____