



SICK LEAVE/BUY-BACK FORM

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

To request payment for unused sick leave, the employee must maintain a minimum balance of eighty (80) hours of sick leave after the buy-back request. If the employee used more than twenty-four (24) hours of sick leave during the year they are not eligible for sick leave buy-back. The employee must make a written request on the appropriate form and submit the form to the Human Resource Department before the required due date (November 1 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 before the Thanksgiving holiday. 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 Sick Leave Balance: _____ hours

Statement of Declaration

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

Employee Signature

Date

Payment of sick leave buyback will be processed on the first paycheck in November prior to the Thanksgiving holiday. Payments made as part of the buy-back program will be processed through payroll, therefore all applicable state and federal taxes and TMRS deductions will apply. This payment will be included in taxable wages and reported on your W-2 form.

PAYMENT WILL BE ISSUED ON YOUR REGULAR PAYCHECK

Approval by Payroll Department

Request Approved By: _____

Request Denied By: _____

Reason for Denial:

Fund/Department: _____

Hourly Rate: _____