Sick Leave Buy-Back
Annual Application

ELIGIBILITY: Eligible employees may buy-back unused sick leave days provided that your sick leave balance remains at no less than 60 days after the buy-back is processed.

INSTRUCTIONS: Eligible employees may complete this application form and elect to receive payment for sick leave accumulated during the previous calendar year. The completed form must be returned to Payroll by January 31st.

In accordance with RCW 28A.400.210 and WAC 392-136:

• I elect to convert all sick leave accumulated during the previous calendar year, up to the maximum of twelve (12) days, less days taken and subtracted from my sick earned leave balance in the previous calendar year. My sick leave balance must remain at no less than sixty (60) days after the buy-back is processed.

• I understand that this conversion will be on the basis of one (1) day paid for each four (4) days cashed out and that this remuneration will not be included as earnable compensation for any retirement system.

• I understand that all sick leave days converted for the buy-back will be deducted from my accumulated sick leave balance.

• I understand that payment will be included in the February 28th payroll.

PLEASE COMPLETE: Eligible employees may buy-back unused sick leave days provided that your sick leave balance remains at no less than 60 days after the buy-back is processed.

1. Do you wish to buy-back all eligible days (up to the maximum of 12 days)?

   YES_________  NO_________

2. If no, please write in the number of days to be cashed out: ____________

__________________________________________  Employee Signature

__________________________________________  Date

Please return completed form to Payroll no later than January 31st