

SICK LEAVE SELL BACK FORM

(Negotiated Policy: GBGG-N)

Employees who have accumulated 70 working days or more of sick leave (490 hours for teachers and SSP's) may sell back to the district at the following rate up to 8 working days (56 hours for teachers and SSP's). Employees may not deplete sick leave accumulation at the time of request below a minimum of 70 working days (490 hours for teachers and SSP's).

This reimbursement process may be used only one time in the twelve month period from July 1 to June 30 of any year.

Employees will be reimbursed at the following rate:

With 6-7 years with the district	\$10.00 per day
With 8-9 years with the district	\$15.00 per day
With 10-11 years with the district	\$20.00 per day
With 12-15 years with the district	\$55.00 per day
With 16 or more years with the district	\$80.00 per day

Name (please print) _____

Month for reimbursement _____

Number of days to be reimbursed _____

Employee signature

Date