

SKILLED TRADES

SHORT-TERM SICK TIMESELL-BACK REQUEST FORM



To sell back a portion of your accrued short-term sick time you must complete this form and submit it to your supervisor during the October Benefits Open Enrollment period. The short-term sick time payment will be included in your last paycheck in January. Federal taxes will be based on the current supplemental rate. Eligible staff must maintain a minimum of 40 hours in their accrued balance as of the beginning of the second pay period in January each year. There is no maximum on sell back hours.

Last Name:	First Name:	Middle Name:
UMID:		
Number of sick time hours you wish to sell back (in whole hours, no partial hours):		
Number of sick time hours you want to be maintained in your accrual balance:		

Note: You may not be able to sell back the full number of sick time hours you have requested. Your short-term sick time balance must be maintained, as of the beginning of the second pay period in January, at no less than 40.0 hours (prorated for part time employees).

Sick Time sell-back hours are deducted from your accrual balance when those hours are paid.

EMPLOYEE SIGNATURE:	DATE SUBMITTED:
SUPERVISOR SIGNATURE:	DATE SUBMITTED:

FOR OFFICE USE ONLY:

TIME REPORTING CODE **SSB** is to be used for annual open enrollment sellbacks
EARNINGS CODE **SPT** for retirement payouts to process payments