



SICK LEAVE CONVERSION FORM (Local 710)

Eligibility Criteria:

Employees who have accumulated at least 80 days of sick leave shall be eligible to receive a District contribution of \$100 for each day of sick leave accumulated above the accumulated 80 days, 10 days per year, or \$1,000, provided the employee makes an annual contribution equal to or greater than the amount contributed by the District under this Subdivision. The sick leave days used for the District contribution shall be deducted from the employee's accumulated sick leave. The employee shall submit a written request to the Director of Human Resources by June 15th in the immediately preceding fiscal year for such matching funds, specifying the dollar amount of the employee's contribution. The District matching contribution shall be through payroll starting the first pay day in September through December 31st of the year from which the sick leave is deducted.

What You Need To Do:

- Complete and submit this form **no later than June 15, 2024** to the Director of Human Resources

EMPLOYEE NUMBER: _____ PRINTED NAME: _____

NUMBER OF SICK DAYS TO BE CONVERTED: _____ X \$100/day = \$ _____

SIGNATURE: _____ DATE: _____

Business Office/HR Use

Verified number of days eligible for conversion: _____ Approval: _____

Bi-Weekly Match Amt: _____ Approval: _____

Payroll Entered By: _____ Date: _____