

**MTA Clerical and Technical
Bargaining Unit
Annual Sick Leave Buy-Back Form**

Section 1: EMPLOYEE DATA

| | | | |
|-------------------|---------------|-----------------|---------------------|
| 1. Employee ID | | | Date Received in HR |
| 2. Employee Name | | | |
| 3. Address | | | |
| 4. City | 5. State | 6. Zip Code | |
| 7. Personal Email | 8. Home Phone | 9. Mobile Phone | |

Buy Back Information

Bargaining unit members may exercise the option to receive, at the end of the fiscal year, a dollar amount equal to the value of the unused annual sick leave credits to a maximum of six (6) days, based on the table below. This option is based on an employee's annual sick leave accrual and usage only.

| <u>Sick Leave Days Used</u> | <u>Sick Leave Cashed in Allowed</u> | <u>Cash in Value</u> |
|-----------------------------|-------------------------------------|----------------------|
| 0 | 6 | 6 days (100%) |
| 1 | 5 | 5 days (100%) |
| 2 | 4 | 3 days (75%) |
| 3 | 3 | 2.25 days (75%) |
| 4 | 2 | 1 days (50%) |
| 5 | 1 | 0.5 days (50%) |
| 6 or more | 0 | 0 days (0.0%) |

The decision to cash in sick leave time must be made by the first week of July. Sick days cashed in shall be deducted from the employee's sick leave balance. Payment shall be made no later than the last pay period in July.

☐ I am requesting to buy back sick leave in accordance with collective bargaining agreement covering my position.

Sick Leave total used between last July 1, and June 30, of current year: _____

Days requested to buy back _____

| | |
|---------------------|------|
| Employees Signature | Date |
|---------------------|------|

OFFICE USE ONLY

PAYROLL DATA ENTRY

By (Initials): _____ Date: _____