

SICK LEAVE BUY BACK PROGRAM

CONFIDENTIAL EMPLOYEES

As a result of your good attendance during the school year, you may be eligible to "buy back" some of your unused sick leave.

In order to qualify for this extra pay, a confidential employee must meet the following criteria:

1. **For Non Year-Round Employees** – You must not have used more than two (2) days of sick leave during the 2015-2016 school year. **A personal reasons leave day and sick leave day are exactly the same.** In other words, if you used three (3) days of personal reasons leave and no days of sick leave, you do not qualify for the reward.
2. **For Year-Round Employees** – You must not have used more than three (3) days of sick leave during the 2015-2016 school year. **A personal reasons leave day and sick leave day are exactly the same.** In other words, if you used four (4) days of personal reasons leave and no days of sick leave, you do not qualify for the reward.
3. You must have a minimum of twenty-five (25) days accumulated sick leave remaining **AFTER** the payment for unused sick leave.
4. Confidential employees are eligible to buy back up to eight (8) days of pay times 80 percent of your daily rate, minus applicable taxes.

The number of days, which you "buy back", shall be deducted from your accumulated sick leave balance.