

Appendix Number 41

SICK LEAVE PAYOUT

In accordance with Tremonton City Leaves of Absence Policy 4G 3&4 which states:

3. Up to one half (½) of the accrued sick leave hours will be paid, at the employee's current rate of pay, to employees who voluntarily resign and to those retiring with 720 accrued hours or less.

I _____ by signing below, acknowledge receipt of
\$ _____ due to voluntary resignation or retirement.

4. The City shall, once an employee accumulates 720 hours of sick leave, purchase 360 hours of the 720 hours at one half (½) of the employee's current rate of pay, with the employee's permission, allowing the employee to again accrue sick leave at the same rate as other employees.

I _____ by signing below, authorize Tremonton City to
purchase 360 sick leave hours and acknowledge receipt of \$ _____.

Employee Date

Department Head Date

City Manager or Mayor Date

Notes:

REV 05-13.1