

## Classified Leave Incentive Pay Form

Name: \_\_\_\_\_  
(Printed)

Leave days used in current year: \_\_\_\_\_

Sick days selling back: \_\_\_\_\_ x \$50/day = \$ \_\_\_\_\_

Personal days selling back: \_\_\_\_\_ x \$50/day = \$ \_\_\_\_\_

*Refer to the Employee Handbook section "Leaves and Absences" for chart of days allowed to be sold.*

*ex. 2 sick days used, 4 sold back @ \$50/day = \$200.00 total*

*\*only employees with 60 or more accumulated sick days as of the last day of June may sell back more than 6 sick days from the current school year\**

- I am not selling back any sick days back for incentive pay.
- I wish to convert my unused personal days to sick days.

### Perfect Attendance Bonus

- By checking this box I believe I am eligible for the "Perfect Attendance" bonus of \$500.

*\*no more than two leave days from the current year may have been used or donated to the sick leave pool other than the 1 day required donation to be eligible.\**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date