



REQUEST FOR CASHOUT OF EARNED SICK LEAVE (ESL)

Each year in July, employees have the option of receiving Sell Back payment for accrued and unused ESL hours. The Sell Back of ESL hours will be at one hundred percent (100%) of the value of the ESL hours requested. Unused ESL hours may be carried over from Fiscal Year to Fiscal Year up to a maximum of sixty-four (64) hours.

I request that _____ hours of my accrued and unused ESL be cashed out.

Name (Printed)

Signature

Date

FOR PAYROLL & BENEFITS USE ONLY

Employee ID: _____

Approval: _____

Approval Date: _____