

Sick Leave Cash Out

Sick Leave Cash-out at Retirement

1. Employee must provide a statement to HR that they are retiring.
2. HR will create PAF designating retirement and provide to Payroll.
3. If eligible (age and service credits), sick leave will be cashed out upon retirement based on annual vote.
4. If employee is ineligible to draw retirement at time of separation sick leave will not be cashed out.
5. If employee is on a leave of absence and then retires without returning, sick leave will only be cashed out if the employee was eligible (age and service credits) at the time the leave began.

Dated: January 9, 2014