Livingston EDUCATIONAL SERVICE Agency

AFSCME SICK DAY CASH OUT REQUEST

Pursuant to Article 12, Compensation and Fringe Benefits, Article M:
An employee who has more than twenty-five (25) accumulated sick days and who uses not more than three (3) of those days, shall be eligible to have up to three (3) of his/her remaining days paid-out on the 1st payroll in July at seven (7) hours per day.

If you are eligible, and would like to cash out sick days from the 2018-19 year, please complete the information below, and submit it no later than the close of business, Wednesday, **June 27, 2018**, to:

Mandy Rutzel, Human Resources
mandyrutzel@livingstonesa.org

Employee Name: _____ _____
First Name *Last Name*

Number of Sick Days to Cash out: _____

Electronic Signature Agreement: By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document is as valid as if you signed the document in writing. ☐ **I Accept.**

Signature: _____

Date Signed: _____
[mm/dd/yyyy]

FOR HR USE ONLY:

Number of Days as of June 30, 2018: _____

Number of Days to Cash out: _____

Hourly Rate: _____

HR Signature: _____

Date: _____