

Appendix Number 41

**SICK LEAVE PAYOUT**

In accordance with the Tremonton City Personnel Policies and Procedures Manual, Section XVIII: Leaves of Absence, which states:

Up to one half (1/2) of the accrued sick leave hours shall 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.

Once the employee has accrued seven hundred and twenty (720) hours of paid sick leave, the employee may request that the City purchase three hundred and sixty (360) hours of the seven hundred and twenty (720) hours at one half (1/2) of the employee's current rate of pay 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:

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