

**Cape Cod Collaborative
Transportation Department
SICK LEAVE BUY-BACK REQUEST**

Please note: Employees may only sell back sick time at five specific times during the school year (see below). Hours will be paid in the pay week impacted by the break. Employees wishing to sell back hours must submit the buy-back request at least 10 days in advance of the holiday / vacation period. Employees who wish to sell back hours at the end of the school year must submit the buy-back request prior to June 15th.

Request Date: _____

Employee Name: _____

This is a request to “sell” back to the Collaborative _____ hours of accumulated sick time. I understand that I must maintain an accrued balance of at least 10 hours.

_____ Thanksgiving Break

_____ Winter (Christmas) Break

_____ February Vacation

_____ April Vacation

_____ Summer Vacation

Employee Signature

Request Approved by: _____

Date: _____

Accrued Sick Time Hours Available	Requested Sell Back Hours	Hours Remaining

Comments: _____