

## SICK DAYS - UNUSED

Any active full-time employee who has accrued a balance of unused sick days of at least seventy-five (75) as of the end of a fiscal year (June 30), shall be allowed, through July 31, to sell back up to five (5) unused sick days to the Library at the rate of one-half of the employee's rate of pay (annual gross salary/260) as of that June 30. [(Number of unused sick days sold, up to 5) x (.50 x daily rate of pay as of June 30)] The employee's accrued balance of sick days will be reduced by the number of days the employee sold back at half-rate of pay. Payment for unused sick days will be made via the employee's normal paycheck.

Example: An active full-time employee has an annual salary of \$32,000 as of June 30 and balance of 77 accrued sick days as of June 30. On July 15 the employee sells back five sick days to the Library. The employee would now have an unused sick days balance as of June 30 of 72 days and would receive the sum of \$307.70 for her unused sick days as follows:

(5) x (.50 x \$123.08)  
5 x \$61.54  
\$307.70

Latest Revision: September 27, 2005  
Originally Adopted: August 23, 1999