

SKILLED TRADES

SHORT-TERM SICK TIME

SELL-BACK REQUEST FORM

To sell back a portion of your accrued short-term sick time you must complete this form and submit it to your supervisor during the October Benefits Open Enrollment period. The short-term sick time payment will be included in your last paycheck in January. Federal taxes will be based on the current supplemental rate. Eligible staff must maintain a minimum of 40 hours in their accrued balance as of the beginning of the second pay period in January each year. There is no maximum on sell back hours.

Once you have submitted your request you may not rescind it.

NAME: _____

UMID #: _____

JOB TITLE: _____

DEPARTMENT: _____

Number of sick time hours you wish to sell back (in whole hours, no partial hours): _____

Number of sick time hours you want to be maintained in your accrual balance: _____

Note: You may not be able to sell back the full number of sick time hours you have requested. Your short-term sick time balance must be maintained, as of the beginning of the second pay period in January, at no less than 40.0 hours (prorated for part time employees).

EMPLOYEE SIGNATURE: _____

DATE SUBMITTED: _____

SUPERVISOR SIGNATURE: _____

*(for office use only- **TIME REPORTING CODE "SSB"** is to be used for annual open enrollment sellbacks and **EARNINGS CODE "SPT"** for retirement payouts to process payments)*

Get copies of this form at: <http://www.hr.umich.edu/hrris/forms/pdfs/tradessicksb.pdf>