

# SKILLED TRADES

## SHORT-TERM SICK TIME SELL-BACK REQUEST FORM

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

*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.*

Last Name:		First Name:	
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UMID:	Classification:	Department:
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Number of sick time hours you want to be maintained in your accrual balance:

**NOTE:** 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).

Sick Time sell-back hours are deducted from your accrual balance when those hours are paid.

EMPLOYEE SIGNATURE:	DATE SUBMITTED:
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SUPERVISOR SIGNATURE:	DATE RECEIVED:
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**FOR OFFICE USE ONLY:**

TIME REPORTING CODE **SSB** is to be used for annual open enrollment sellbacks  
EARNINGS CODE **SPT** for retirement payouts to process payments