

SICK LEAVE BUY BACK PROGRAM ESMAB EMPLOYEES

As a result of your good attendance during the school year, you may be eligible to "buy back" some of your unused sick leave.

In order to qualify for this extra pay, an ESMAB employee must meet the following criteria:

1. You must have worked the full assigned fiscal/work calendar year.
2. You must not have used more than three (3) days of sick leave during the 2015-2016 school year. **A personal reasons leave day and sick leave day are exactly the same.** In other words, if you used four (4) days of personal reasons leave and no days of sick leave, you do not qualify for the reward.
3. You must have a minimum of twenty-five (25) accumulated sick leave days remaining **AFTER** the payment for unused sick leave.
4. ESMAB employees are eligible to buy back up to **eight (8) days** of pay times 80 percent of your daily rate, minus applicable taxes.

The number of days, which you "buy back", shall be deducted from your accumulated sick leave balance.