

**CONTINUITY OF CLASSROOM INSTRUCTION & SICK LEAVE BUY BACK (SLBB)**  
**Request for Payment Form**  
**Inactive or Separated Employees Only**

Employees with good or perfect attendance in a fiscal (school) year, may be eligible to "buy back" a portion of unused sick leave as determined in the applicable collective bargaining/meet and confer agreement between your bargaining group and The School Board of Broward County, Florida. In order to be qualified for this incentive award, the employee must meet the criteria established for the applicable bargaining group, as shown in the Sick Leave Buy Back matrix.

1. Employees must not have used more sick leave days during the previous school year than permitted by the bargaining or meet and confer agreement. For the provisions of these agreements, personal reasons leave and sick leave, are exactly the same. In other words, if the employee uses personal reasons leave and/or sick leave of any kind, and exceeds the maximum absences allowed for the bargaining group, he/she does not qualify for the award. Use of approved bereavement days per bargaining or meet and confer agreement/Board Policy will not affect this award.
2. Employees must have a minimum of twenty-five (25) days accumulated sick leave remaining as of June 30<sup>th</sup> of the previous school year **AFTER** the deduction for sick leave buy back. Refer to the Sick Leave Buy Back matrix to determine the minimum/maximum number of days that can be bought per bargaining unit/meet and confer group.
3. Sick leave buy back days are paid at 80% of the employee's daily rate as of June 30<sup>th</sup> of the previous school year, minus applicable taxes.

**ONLY INACTIVE** employees (Leave of Absence, on Layoff, etc.) or **SEPARATED** employees (no longer working for the District) should submit a Sick Leave Buy Back (SLBB) request using this paper form. Your eligibility will be reviewed. When confirmed, the number of days which you "buy back" shall be deducted from your accumulated sick leave balance.

Please check/select one of the following options:

- I am on Leave of Absence (**Inactive**)
- I no longer work for the District (**Separated**)

**Note: Active employees must use Employee Self Service (ESS) – no paper forms will be accepted/process.**

Complete and return this signed form to the Compensation & HR Information Systems Department via Pony, U.S. mail, e-mail, or by hand delivery. All SLBB request forms must be in the physical possession of the Compensation & HR Information Systems Department or postmarked by the U.S. Postal Service as of **October 7, 2018**.

This award shall be paid no later than **October 26, 2018**. Checks to separated employees will be mailed to the mailing address in SAP.

*The School Board of Broward County is not responsible for lost applications. Please keep a copy of signed form for your records.*

Print Name *(as it appears on your pay advice)*

Personnel Number

Email Address

Phone Number

Signature

Date

Number of Days to Buy Back

**Section below is for HRIS Use Only**

Comment: \_\_\_\_\_

Process/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please visit the Compensation & HRIS website @ <https://www.browardschools.com/Page/39156> for additional information. Questions may be e-mailed to [sickleavebuyback@browardschools.com](mailto:sickleavebuyback@browardschools.com).