CLASSIFIED STAFF UNION

MEMORANDUM

DATE: May 14, 2022

TO: All Classified Staff Union Members

FROM: CSU Executive Board

SUBJECT: Sick Leave Buy Back

Please be advised that each year under Article 11 of our contract members have the option to cash-in fifty percent (50%) of the value of their unused annual sick leave credits, not to exceed a maximum of six (6) days. The option is based on their annual sick leave accrual and usage, for the period of July 1, 2021 through June 30, 2022. The formula below describes the particulars of the Sick Leave Buy Back option.

Sick Leave Days Used # Of Unused Sick Days To Be Buy Back Cash-In Value

(Since July 1, 2021) Deducted from Sick Leave Balance (# of Days)

0 6 3

1 5 2.5

2 4 2

3 3 1.5

4 2 1

5 1 0.5

6 or more 0 0

Any days not cashed in will remain as part of your sick leave accrual balance. If you are interested in exercising this option, please complete the form below and return it to HUMAN RESOURCES, no later than **June 17, 2022**.

**Please note: If you have used six or more sick days since 7/1/21, you are not eligible to participate in this plan this year. If you are eligible and choose this option, any sick days cashed in will be deducted from your sick leave balance in July 2022.**

If you have any questions, please contact Human Resources at 7-5150.

**UNIVERSITY OF MASSACHUSETTS BOSTON**

**Request For Sick Leave Buy Back**

To The Department of Human Resources:

In accordance with the provisions of Article 11, Section 1.P. of the CSU Contract, I hereby elect to use this Sick Leave Buy Back option. To exercise this option, I understand that I must cash in all sick days that I have earned and accrued not in excess of six (6) days and they will be deducted from my sick leave balance.

### Name of Employee: Employee I.D. Number:

### Title:

**Telephone Extension: Department:**

**Signature of Employee: Date**

**For Payroll Office Use Only**

# Of Days Used Between 7/1/21 through 6/30/22 \_\_\_\_\_\_\_\_\_

# Of Days Eligible to be Cashed In\_\_\_\_\_\_\_\_