

# APPLICATION TO SELL UNUSED LOCAL SICK LEAVE DAYS AND UNUSED EXEMPLARY ATTENDANCE DAYS AT RETIREMENT

**Note: This form must be submitted at the same time as the letter of resignation ([www.irvingisd.net/resign](http://www.irvingisd.net/resign))**

Employee Name		Employee #	
Campus/ Dept Name		Assignment	

Retirement Date: \_\_\_\_\_

**(Letter of resignation for retirement purposes must be turned in to Human Resources on or before the last Monday in November for Mid-year retirement, and on or before the first Monday in March for end of year retirement.)**

I request that Irving ISD reimburse me for any and all Local Sick Leave Days and/or Exemplary Attendance Sick Leave Days for which I am entitled to reimbursement under the appropriate and approved District plan. I understand these are two separate plans, and I may be eligible for one and not the other. It is further understood that:

**Under the Local Sick Leave Buy-Back Plan: (Maximum of 60 days)**

- Only days that have been earned since 10-4-99 may be considered under this plan
- Local Sick Leave Days may be sold only if a balance of at least fifteen (15) State Leave Days is available at the time of retirement
- Days may be sold only at the time annuity payments from TRS are initiated

**Under the Exemplary Attendance Plan:**

- Only days in the Exemplary Attendance Sick Leave Account may be considered under this plan
- There is no limit on the number of days that may be sold under this plan, and there is no minimum number of days that must be in the account in order to sell
- Days may be sold at the same rate as the Buy Back Plan only at the time annuity payments from TRS are initiated

**Under BOTH the Local Sick Leave Buy Back Plan and the Exemplary Attendance Plan:**

- The amount to be paid for each day will be determined annually by the Board of Trustees
- The payment for these days will be considered part of salary for IRS purposes and thus income tax will be withheld
- The payment for these days will not be used to determine salary for TRS purposes
- Payment will be made within sixty days after the last IISD paycheck is issued.

**Anticipated Number of Days to Sell Under:**

Local Sick Leave Buy Back Plan: \_\_\_\_\_

Exemplary Attendance Plan: \_\_\_\_\_

**For Payroll Use Only**

Days Approved to Sell:

LSLBPP: \_\_\_\_\_

EAP: \_\_\_\_\_

\_\_\_\_\_  
Dir-Comp, HRIS Oper & Strategic Staffing Date

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_