



General Union Request for Annual Conversion of Accumulated Sick Leave

Date _____

Employee name (please print) _____

I wish to cash in _____ (max eligible hours or other) hours of sick leave per Agreement (General Government); By and Between The City of Port Townsend and Local Union No. 589 of the International Brotherhood of Teamsters, Effective January 1, 2022 through December 31, 2024.

Article 12.2 **Annual Conversion of Accumulated Sick Leave.** Must have at least 480 hours remaining in sick leave bank after the conversion AND must provide written notice to the Finance Director before September 1st of the year preceding the year which they intend to convert sick leave.

Article 12.2.2 Conversion Options

- a. Cash-in - Employees may cash in up to 96 hours of annual sick leave. The hours will be paid at 25% of the employee’s rate as of September 1st of the year of election **or**
- b. Employee may convert up to 96 hours of annual sick leave to retirement savings. The hours will be paid at 50% of the employee’s rate as of September 1st of the year of election. The funds must be transferred to a qualified deferred contribution plan.
- c. Elections made by September 1st of each year will be paid out in cash or a qualified deferred contribution plan by the end of January in the year following the election.

All sick leave hours converted will be deducted from the employee’s accumulated sick leave balance.

Please check your election below:

Monetary compensation

Deposit into a qualified deferred compensation plan

Employee Signature

Department Head Signature

Finance Director Signature

**Please submit to the Finance Director per contract Article 12.2.1 (b)
Finance Director will forward to Payroll Administrator**