

# Sick Leave Buy Back Employee Notice

## PLEASE READ CAREFULLY

The School Board has a provision whereby employees may exercise the option of receiving payment for a portion of their unused sick leave as described below. Provisions of this option are as follows:

*“Employees may receive payment of unused sick leave calculated at 80% of their present daily rate. Up to 10 days of unused sick leave may be requested for payment.”*

### ELIGIBILITY REQUIREMENTS

- Employees must have earned the number of sick leave days for which they are requesting payment.
- Employees subject to BFT contract agreement language are allowed **four (4)** days absence. All other employees are allowed **five (5)** days absence. **All employees** must work the **entire** contract year.
- Time used as Encouraged Time Off and Personal Charged to Sick **during spring break** are excluded from this requirement.
- Approved paid time off is also excluded from this requirement, with the exception of paid sick leave, paid personal charged to sick, and paid sick bank.

### PROCEDURES

Applications must be submitted between **Monday, April 1, 2024 and 11:59 pm on Tuesday, April 30, 2024**, using the My Information Center (MIC) online portal located in the Staff section of the District website at [www.brevardschools.org](http://www.brevardschools.org).

### PAYMENT SCHEDULE

Sick Buy Back payments will be by Direct Deposit on the following days:

**June 28, 2024** for employees covered under the BFT Contract and **July 15, 2024** for all other employees.



Sick leave buy back payments will be direct deposited to your bank account on file. The direct deposit pay stub will be available on the MIC employee portal the day before payment.

If between the time of submitting the application and the end of your work year, you are absent and become ineligible, you will not receive payment.

Please be advised that if you receive payment for accumulated sick leave, such payment will be made at 80% of your current hourly pay rate and a full day will be deducted from your accumulated sick leave balance for each day paid.

Sick Buy Back payments are considered a supplemental wage and as such will have a flat 22% Federal Income Tax rate deducted from the payment as well as Social Security and Medicare Withholding Taxes of 6.2% and 1.45% respectively.