



**NIAGARA COUNTY
HUMAN RESOURCES**
Golden Triangle Office Building
111 Main Street – Suite G-2
Lockport, NY 14094

Peter P. Lopes, MBA
Director
(716) 438-4070
(716) 438-4077 Fax

TO: PAYROLL CLERK

FROM: PETER P. LOPES
DIRECTOR OF HUMAN RESOURCES

RE: RETIREMENT SICK LEAVE BUY BACK

DATE:

Since all collective bargaining agreements contain an option for retiring employees to sell back unused accumulated sick leave, it is necessary for the employee to designate this choice.

Please have the lower portion of this form completed by the employee, it must be completed and attached to the R.P. C. before final payment can be made.

EMPLOYEE NAME:

EFFECTIVE DATE OF RETIREMENT:

DEPARTMENT:

SOCIAL SECURITY NUMBER:

In accordance with the sick leave buy-back option in the collective bargaining agreement, I would like or would not like to receive unused sick days upon retirement.

NUMBER OF DAYS/HOURS

SIGNATURE _____ DATE _____