

# CITY OF CHICO

## Sick Leave Conversion Request Form

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**Employee Name:** \_\_\_\_\_

The MOU between the City of Chico and IAFF established the Sick Leave Benefit Transfer Program for members of IAFF. This program allows employees who have sick leave balances that exceed 480 hours (350 for 40 hour employees), and who have not used more sick leave during the year than they have accrued (134.4 hours for 56 hour employees and 96.2 hours for 40 hour employees), to elect a payment of their sick leave according to the following schedule at the end of the calendar year:

Sick Leave Use	Maximum Transfer Amount (56 hour employees)	Maximum Transfer Amount (40 hour employees)
0 - 24 hours	96	68.54
25 - 48 hours	72	51.41
49 - 72 hours	48	34.27
73+ hour	24	17.14

Sick hours may be paid out only if the resulting balance is 480 hours or more for 56 hour employees or 350 hours or more for 40-hour employees. The use and transfer amounts are proportional for employees who typically work a 40-hour week.

The value of the sick leave payout is equal to the employee's regular hourly wage rate during the last full pay period of the year being calculated, without added overtime or holiday pay, times the number of hours selected for payout.

**Sick Leave Balance as of 12/31:** \_\_\_\_\_

**Sick Leave Used during Calendar Year:** \_\_\_\_\_

**REQUESTED HOURS FOR PAYOUT:**

\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_