



ANNUAL TRANSFER REQUEST FOR EXCESS SICK LEAVE HOURS

EMPLOYEE NUMBER	LAST NAME	FIRST NAME

DEPARTMENT	BARGAINING UNIT	PAY PERIOD

ANNUAL SICK LEAVE DISTRIBUTION ELECTIONS

Sick leave hours in excess of the amount specified in your MOU (650 Hours FPFA to RHS ONLY, All others - 500 hours) will be distributed in accordance with one of the 3 options below. ***Please note if no election is made the default option is #1.***

FEA or Confidential Non-Management		FGMA or Confidential Management		FPOA		FPMA		FFMA	
Cash Out	RHS or 457	Cash Out	RHS or 457	Cash Out	RHS or 457	Cash Out	RHS or 457	Cash Out	RHS
50% Value of Actual hours	85% Value of Actual hours	N/A	100% Value of Actual hours	50% Value of Actual hours	75% Value of Actual hours	50% Value of Actual Hours	100% Value of Actual hours	50% Value of Actual hours	75% Value of Actual hours

Select one option below

1

Hours to Retirement Health Savings (RHS) - The value of these hours will be added to your Retiree Medical Expense Program.

2

Hours to 457 Deferred Compensation Plan - The value of these hours will be added to your 457 Deferred Compensation Plan.

3

Hours to Cash Out - The 50% value of these hours will be added to your next on-cycle gross

NOTE: Taxes are withheld at 28.6% rate on Cashout PAYMENTS: 22% - FED & 6.6% - STATE

Employee Signature	Date

Payroll Use Only

ELECTION TYPE	PP BEGIN DATE	PP END DATE	HOURS CREDITED	KEYED BY / DATE	REVIEWED BY / DATE
YEARLY DISTRIBUTION					