

**Nye County School District  
REQUEST TO SELL BACK SICK LEAVE**

**NCS D Policy 6228 Unused Sick Leave**

“Each employee who uses three (3) days or less of sick leave in the preceding year may sell back up to five (5) days of unused sick leave at the rate of \$100 per day.  
Each employee who uses five (5) days or less of sick leave in the preceding year may sell back up to three (3) days of unused sick leave at the rate of \$90 per day.”

Please fill out the information in the box below and forward this form to Payroll at the Tonopah District Office. It is the Employee’s responsibility to complete this request form and submit to the payroll department after July 1 and before August 31.

As per the above-mentioned Nye County School District Policy 6228, I am requesting to sell back sick leave.	
Name _____	School _____
Mailing Address _____	Telephone Number _____
City, State, Zip _____	
_____ School Year	
The number of sick leave days I used in the preceding school year is _____.	
The number of unused sick leave days I request to sell back is _____.	
The rate of pay per day is \$ _____.	
Signature _____	Date _____

**OFFICE USE ONLY:**

Date received in District office _____	Number of verified sick leave days used in preceding school year. _____
_____/_____ Amount paid / date paid	_____ Initial (verified by payroll dept.)