



**NOTICE OF INTENT  
TO CASH IN SICK DAYS - INCENTIVE  
(Members of the MTA Bargaining Agreement)**

*“A unit member who uses three (3) or fewer sick leave days in a semester may cash in up to two (2) sick leave days at \$200 per day. Unit members who avail themselves of this benefit must submit their request by February 15<sup>th</sup> for the Fall semester and June 30<sup>th</sup> for the Spring semester.”*

**EMPLOYEE INFORMATION – TO BE COMPLETED BY MTA UNIT MEMBER**

*Upon completion of this portion, please send form via interoffice or e-mail to Lisa Lynch in Human Resources:*

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

FALL SEMESTER: \_\_\_\_\_ SPRING SEMESTER: \_\_\_\_\_

Per MTA Bargaining Agreement, I would like to cash in \_\_\_\_\_ days of sick leave.

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE

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**ATTENDANCE VERIFICATION – TO BE COMPLETED BY HUMAN RESOURCES**

☐ Approved      ☐ Denied

\_\_\_\_\_ Number of sick days used in above requested semester

\_\_\_\_\_  
Personnel Specialist

\_\_\_\_\_  
Date

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**FINAL APPROVAL – TO BE COMPLETED BY HUMAN RESOURCES**

Approved for payment of \_\_\_\_\_ sick days on or before the \_\_\_\_\_ payroll.

\_\_\_\_\_  
Assistant Superintendent for Human Resources

\_\_\_\_\_  
Date

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cc:     Business Office (Payroll)  
         Personnel File