

Village of Mount Prospect
Mount Prospect, Illinois

Sick Leave Reimbursement Request Form



Employee Name _____ Department _____

Village policy allows employees to exchange excessive accrued sick leave hours for cash during a specified period of time . Employees may exchange one-half of accumulated **Sick Leave** hours above 60 days or per the defined base # of hours and sworn Fire Department employees have the opportunity to exchange **Sick Leave** hours above 30 days or per the defined base # of hours. All other employees working 75 hour work weeks, and sworn Police Department employees may accumulate up to a maximum of 96 days of **Sick Leave**, 24-hour shift Fire Department employees have a maximum of 48 days, and Public Works employees, working an 80 hour work week, have a maximum of 90 days. Once an employee of any group listed reaches the maximum number of **Sick Leave** days, the employee will automatically receive cash payment for one-half of the number of hours above the maximum accumulation on an annual basis.

Sick Leave

Number of Hours Accumulated as of 12/31/__: _____

Maximum number of Hours Allowed: _____

Number of Hours Available for Cash as of 12/31/__: _____

Number of Hours Employee Desires to Exchange for Cash: _____

I have read the policies above and wish to cash out the number of hours listed in the column above.

Date

Signature