

**Sick Leave Buyback Sample Letter**

Dear Dr. Czajkowski:

*I have been employed in the Barnstable Public Schools as a teacher/nurse/etc. for \_\_\_\_\_ years (at least 10) and have accumulated \_\_\_\_\_ sick days. My intention is to retire on June 30, 2014 (or whatever date). Please accept this letter as my official notification of retirement and as a formal request for sick leave buyback as provided for in Article 24, Section E of our collective bargaining agreement. Thank you in advance for processing my request in a timely manner. I look forward to your letter of acknowledgement of my request.*

*Sincerely,  
Your Name*

**Make sure you meet the November 1, 2013 deadline for this request/intent, if you plan on retiring at the end of the 2013-2014 school year. If you plan on retiring at some point during the 2014-2015 school year and you want to take advantage of your sick leave buyback option, you must submit this letter of intent by December 1, 2013. Also, any letter that represents a notification of intent to retire will be held in confidence.**