

## Sick Leave Buyback Sample Letter

Dear Superintendent Ahern:

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, 2023 (or whatever date). Please accept this letter as my official notification of retirement and as a formal request for sick leave buyback as provided in the BTA Licensed Employee 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 deadline** for this request/intent, if you plan on retiring at **the end of the current school year**. If you plan on retiring at some point **during the next school year** and you want to take advantage of your sick leave buyback option, you must submit this letter of intent by **December 1 of this school year**. Also, this letter is a binding intent to retire and will be held in confidence.*