

Unused Sick Leave Designation Form

Employee: _____ ID#: _____ Date: _____

Check one: Retiring Separating from District

OKCPS will report only unpaid unused sick days to entities such as school districts or to Oklahoma Teacher's Retirement System (OTRS). The District will also report to Oklahoma Teacher's Retirement any unused sick leave that was transferred into OKCPS but has not been used.

Upon retirement or termination of contract, an employee will need to designate how they want their **unused** sick leave to be processed and designate the amount of the unused sick leave for each option.

I have _____ hours of unused sick leave, based upon my last paystub. Make sure to reduce the unused sick leave by any leave used since the last pay period but may not be reflected in the totals shown.

I am designating the following distribution of my unused sick leave balances:

_____ hours: Unused sick leave days/hours transferred _____
(OK School District or State Agency).

_____ hours: Unused sick leave days/hours transferred to Oklahoma Teachers Retirement for service credit. 120 days of unused sick leave transferred to OTRS adds another year of service to the retirement calculations.

_____ hours: If sick leave payout is an option, according to the Board Policy or Collective Bargaining Unit the employee is under.

Transferred unused sick leave hours that have been transferred in from another district or entity that still remains unused, can be transferred to OTRS. _____ unused transferred sick leave hours available to be transferred. (Section to be filled out by HR)

Employee Signature Date

By signing this designation form, I acknowledge that I am making an irrevocable choice on where my unused sick leave will be distributed.

HR use only
Initial and date

_____ leave sent to other district and removed from system
_____ leave sent to OTRS and removed from system
_____ leave paid out and removed from system
_____ transferred leave sent to OTRS and removed from system