

# SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT

"We empower life-long learning, provide innovative experiences and embrace challenges.  
Every small step makes a difference."

## SOEA Sick Day Payout Form

Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_ = Number of sick days accrued as of May 1, 2020 (must have at least 20 days)

\_\_\_\_\_ = Number of sick days used during the 2019-20 school year

\_\_\_\_\_ = Number of sick days requesting to sell back

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

Please return to Regi Schnegg at Central Office before May 15, 2020

### Office Use Only

Does the request meet contract guidelines? Yes No

Number of days requesting to sell back: \_\_\_\_\_

Daily rate of pay: \_\_\_\_\_

Percent of daily rate: \_\_\_\_\_

Number of Sick Days Used	% Payout of Sick Days
0	95%
1	90%
2	75%
3	55%
4	50%
5	45%
6 or more	40%

Total to be paid: \_\_\_\_\_ Number of days deducted: \_\_\_\_\_

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

304 MILL STREET ■ WOODSFIELD, OH 43793 ■ PHONE: 740-472-5801 ■ FAX: 740-472-5806

Rob Caldwell, Superintendent ■ Jennifer Bohach, Assistant Superintendent Interim ■ Connie Kress, Treasurer

Board Members: Sarah Smith, President - Denise Riley, Vice President - Beverly Anderson - Jerry Gust - Ron Winkler