



Board of Cooperative Educational Services

NON-INSTRUCTIONAL PROGRAM ADMINISTRATORS
Application for Unused Sick Leave Payment

Pursuant to the Employee Handbook addendum for St. Lawrence-Lewis BOCES Non-Instructional Program Administrators, Unused Sick Leave provision,

I, the undersigned, verify the following:

- 1. I am a Non-Instructional Program Administrator for the St. Lawrence-Lewis BOCES;
2. I have submitted an irrevocable letter of resignation effective _____;
3. I am -

_____ Eligible for retirement without penalty under the NYS Employees' Retirement System and will have completed at least ten years of credited BOCES service, or

_____ Will have completed at least fifteen years of credited BOCES service;

- 4. I am a member of the NYS Employees' Retirement System and I am requesting payout for accumulated sick leave up to a maximum of two hundred and fifty (250) days, to be reduced by the number of days allocated to the 41-j option per the attached form, at \$50 per day, to be deposited in my non-elective 403(b) account in the following manner -

_____ A one-time contribution no later than July 31st following my effective date of resignation, or

_____ Advance contributions over _____ years (one, two or three years depending upon advance notice) allocating _____ days (maximum 50) each year, followed by a contribution of any remaining days no later than July 31st following my effective date of resignation.

My 403(b) account is set up with _____.

403(b) account must be set up prior to submitting this form

Signature Date Printed Name SS# (last 4 digits)

This form must be submitted to the BOCES Purchasing Agent, St. Lawrence-Lewis BOCES Central Office, PO Box 231, 40 West Main Street, Canton, NY, 13617. Deadline for submission: January 1st of the calendar year in which the resignation is to be effective (in extraordinary circumstances and with the recommendation of the District Superintendent, this notification requirement may be waived by the BOCES Board); or, if advance notice, January 1st of the calendar year in which the first contribution will be made.