

Chelsea Teachers' Union
LOCAL 1340
MFT, AFT, AFL-CIO



MEMORANDUM
Regarding the CTU Sick Bank

To: Christine Lee

From: _____ Position _____

School: _____

Date _____

As I am retiring soon, I am hereby requesting that I receive the maximum allowed buy back of my accumulated sick days upon my retirement.

Please sign on the line above signifying you want to be paid for accumulated sick time.

In addition, I am requesting that any of my accumulated sick days, over my maximum allowed buy back, be transferred to the appropriate sick bank.

Please sign on the line above to signify that you want the balance of your sick bank time added to the appropriate sick bank.

Thank you,

CTU Executive Board

cc: Union President
Union Secretary
Building Representative

For use by Chelsea Schools Human Resources

Number of days added to the sick bank for teachers; ____ paras; _____clerks; _____

Human Resources, please return a copy of this final document to the CTU Secretary