



LIVINGSTON COUNTY
SICK TIME BALANCE FORM
Plan Year 1/1/2022-12/31/2022

Employee Name: _____

Employee ID #: _____

DATE: November 23, 2021

Please select how you want your sick time to be handled in the event you have unused hours at year end, 2022.

Please place your initials next to your selection:

_____ Roll over 100% of my remaining sick days (up to six) into my 'SICK RESERVE BANK',

OR

_____ Receive payment for 50% of my sick days in my January 12, 2023 paycheck

Please return your completed form to the Human Resources Department no later than December 10, 2021.

If we do not receive your completed form back by December 10th, you will be setup with the 'roll-over' option for 2022 *which cannot be changed*. You will be able to make an election to roll-over or receive payment of your SICK Bank each calendar year.

If you are concerned about us not receiving your form in time, you may want to drop your form off to Human Resources (there is a secure lock box outside of HR) or email your form to: JBrown@livgov.com.

Please let us know if you have any questions - Thank you!