

Year-End Sick Leave Buyback Calculation Worksheet

Employee Name:

Employee ID:

Department:

Calendar Year:

1. SICK LEAVE BALANCE SUMMARY

Description	Hours / Balance
Beginning Balance (as of Jan 1)	
Sick Leave Hours Accrued During Year (+)	
Sick Leave Hours Used During Year (-)	
Ending Balance (Prior to Buyback)	
Maximum Carryover Balance Allowed	

2. BUYBACK ELIGIBILITY & CALCULATION

Step Description	Calculation / Value
Hours Eligible for Buyback (Ending Balance minus Carryover Limit)	
Cash-out Exchange Percentage (e.g., 50%, 100%)	
Net Hours Authorized for Buyback	
Hourly Rate of Pay (Regular Base Rate)	\$
Total Gross Buyback Payment (Net Hours × Hourly Rate)	\$

3. REMAINING BALANCE CARRYFORWARD

Description	Hours
Ending Balance (Prior to Buyback)	
Sick Leave Hours Cashed Out (-)	
New Year Balance Carryforward	

4. AUTHORIZATIONS & APPROVALS



Employee Signature

Date

HR Representative Signature

Date

Payroll Department Approval

Date