

Retirement Work Sheet Estimating Vacation / Sick leave usage

Please tell us how many hours of vacation/bonus / sick leave you are planning to use from the date of this memo.

This memo is used as estimating proposes only as the hours may change. We will report to the Retirement System estimates for payouts and sick leave used towards creditable service credits on your Form 6.

Once you have retired the actual vacation / bonus leave payout amounts will be reported along with the sick time for creditable service credits towards retirement.

Vacation hours _____

Bonus hours _____

Sick Hours _____

Personal number _____

Employee Name _____

Employee signature _____

Signature Date _____

Please attach this memo with your Form 6 (Retirement Application).