



Human Resources Department
Request For Sick Leave Credit – Executive Management

Employee Number: Employee Name: Date:

IN CONFORMANCE WITH ARTICLE 8.3.D OF THE EXECUTIVE MANAGEMENT EMPLOYEES' MOU. NEW EXECUTIVES WHO ARE APPOINTED FROM ANOTHER PUBLIC AGENCY, INTO A CLASSIFICATION REPRESENTED BY IFPTE, LOCAL 21 SHALL BE ABLE TO TRANSFER FIFTY PERCENT (50%) OF THEIR ACCRUED SICK LEAVE BALANCE WITH THAT AGENCY.

NOTE: NOT TO EXCEED TWO HUNDRED (200) HOURS.

1. Experience prior to the City of Richmond which I believe qualifies for additional sick credits:

Previous Employer: _____

Position Title: _____

Dates of Employment: _____ to _____

Description of duties:

Four horizontal lines for describing duties.

2. Attach a copy of documentation (i.e., final paycheck stub) _____. (Employee's initials)

EMPLOYEE SIGNATURE

For Human Resources Management Department use only:

Total amount of sick leave credited (50% of total balance up to 200 hours max): _____

Approved by: _____ Date approved: _____

DIRECTOR OF HUMAN RESOURCES SIGNATURE

DATE

CITY MANAGER SIGNATURE

DATE