



Catholic Health System  
 Mercy Hospital of Buffalo  
*Medical excellence with a tradition of caring.*

Human Resource Department  
 PH: (716) 828-2046  
 FAX: (716) 828-3685

**TO:** Mercy Hospital, CWA STC and RN Members  
**FROM:** Mercy Hospital, Human Resources Department  
**RE:** Sick Time Buy Back  
**DATE:** December 21, 2017

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Per the CWA Collective Bargaining Agreement, employees may elect to receive cash payments of fifty (50%) percent of sick leave days/hours accumulated in excess of one hundred twenty (120) days. **The cash-out will no longer happen automatically.** The amount of the excess will be calculated at the conclusion of the payroll year and those days/hours if any, will be paid the following February in a separate check. When the excess sick leave (in excess of one hundred twenty days) is paid, the accumulated sick leave will be reduced and the accumulation process will begin for the following year.

**Sick Time Buy Back requests must be submitted by the employee to the Human Resources Department between January 1, 2018 and January 31<sup>st</sup>, 2018. Employee Sick Time Buy Back will be made by first full pay period in February 2018.**

If you would like to participate in the Sick Time Buy Back, please obtain the form at the front desk in the Human Resources Department and return by January 31<sup>st</sup>, 2018.

Name (Please Print) \_\_\_\_\_ Employee # \_\_\_\_\_  
 Department \_\_\_\_\_ Phone Ext. \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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