

**UNUSED SICK LEAVE
RETIREMENT PROGRAM**

Upon retirement, a member of the Sick Leave Bank needing additional sick days to total one hundred twenty (120) days to count as an additional year of creditable service toward retirement by the Teachers Retirement System of Oklahoma may withdraw the days he/she has contributed and not used provided that the total number of sick leave days are acceptable to the Teachers Retirement System.

Unused sick leave days may be used only to extend creditable service at retirement and for no other purpose.

The HR Secretary will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The HR Secretary will account for and certify unused sick leave days for each year for which an employee has exceeded one hundred twenty (120) days of accumulated sick leave.