



SICK LEAVE OPTION ELECTION

Employees at New Mexico Tech have the option of choosing between two maximum accumulations of sick leave. The options are:

- OPTION 1: 600 hours maximum**
- OPTION 2: 1040 hours maximum**

Once an employee has reached their maximum, they will be paid for up to 120 hours of sick leave at one-half of their regular rate of pay for unused sick leave accrued after reaching their selected maximum. This election is irrevocable.

_____ **OPTION SELECTION** _____

I select **OPTION** _____ for a maximum sick leave time accumulation of _____ hours.

Print Employee Name

Banner ID

Employee Signature

Date

Employer Section

Total Sick Leave Available

Excess Over Selected Maximum