

**Retroactive Unlimited Sick Leave Request Form**

The City provides unlimited paid sick leave to eligible employees in active status who participated in World Trade Center rescue, recovery and cleanup operations who have contracted 9/11 related illnesses.

For further details, please refer to [Personnel Service Bulletin 440-17 Unlimited Paid Sick Leave for Employees with 9/11 Related Illnesses](#).

Please fill out the form below with appropriate signatures and return to the Human Resources Department.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Date(s) of Retroactive Unlimited Sick Leave Requested (employee must provide a valid doctor's note(s) relevant to each absence and attach it to this form):

Date of Retroactive Leave	Statement of what the leave was used for