



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

LEAVE CONVERSION REQUEST

SICK LEAVE TO VACATION LEAVE

Management

Must print in Black or Blue ink ONLY

| | | | | |
|-------------|------------|-----------------------|---------------|------------|
| Employee ID | Rcd No. | Last Name, First Name | | |
| Company | Department | | Department ID | Union Code |

TO BE COMPLETED BY EMPLOYEE

My request to convert sick leave hours to vacation leave hours may not exceed the number of hours specified below. The conversion factor to exchange my elected sick leave hours for vacation leave hours is according to the following table:

| SICK LEAVE BALANCE AT TIME OF CONVERSION | SICK TO VACATION LEAVE CONVERSION RATIO |
|--|---|
| 800 or More Hours | 2 Sick Hours to 1 Hour Vacation |

NOTE: Sick Leave must be exchanged in ten (10) hour increments

I elect to convert the following leave hours:

| Number of sick leave hours | Converted number of vacation leave hours | Calendar Year |
|----------------------------|--|---------------|
| | | |

- ✓ I understand I can elect this conversion once per calendar year.
- ✓ I have contributed to a public sector retirement(s) for over ten (10) years and have not withdrawn contribution from the system(s).

| | |
|--------------------|------|
| Employee Signature | Date |
| | |

PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

- 800 Hours =

Current Sick Leave Balance

Maximum sick leave hours
eligible to convert to vacation

| | | | |
|--|-----------|-----------|------|
| Payroll Specialist Name (Print & Sign) | Telephone | Mail Code | Date |
| | | | |

Office Use Only

| | | | | | | |
|-------------------|-------------|--------------|--------------|------------------|---------------|------------------|
| Cal Yr Begin Date | PP End Date | ASV (-) | AVS (+) | Verified By/Date | Keyed By/Date | Reviewed By/Date |
| | | | | | | |

DISTRIBUTION: Original - Central Payroll (0032)

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(Leave Conversion Request-Sick Leave to Vacation Leave - Management)