LEAVE CONVERSION REQUEST
SICK LEAVE TO VACATION LEAVE
All Units Except Exempt, Fire Management, Management, & Special Districts/County Fire Exempt

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 sick leave hours for vacation leave hours is 60%. For example:

SICK LEAVE BALANCE AT TIME OF CONVERSION	SICK TO VACATION LEAVE CONVERSION HOURS
40 Hours	24 Hours
32 Hours	19.2 Hours
24 Hours	14.4 Hours
16 Hours	9.6 Hours
8 Hours	4.8 Hours

Note: Sick leave may be converted in increments of ¼ hours or more.

I elect to convert the following leave hours:

Number of sick leave hours	Converted number of vacation leave hours	Fiscal year	
		Begin	**End**

- ✔ **I understand I can elect this conversion only once per fiscal year.**
- ✔ **I understand that if my converted sick leave hours result in my vacation hours exceeding the maximum allowed by my MOU, I will cease to accrue vacation leave until my hours fall below the stated maximum.**

Employee Signature	Date

PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

Current Sick Leave Balance

40 hours $-$ _____ hours $=$ _____

Hours used in the previous fiscal year

Maximum sick leave hours eligible to convert to vacation

Payroll Specialist (Print & Sign)	Telephone	Mail Code	Date

Office Use Only

PP/Wk Begin Date	PP/Wk End Date	ASV	AVS	Verified By/Date	Keyed By/Date	Reviewed By/Date
		(-)	(+)			

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