

LEAVE CONVERSION REQUEST SICK LEAVE TO VACATION LEAVE 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 according to the following table:

SICK LEAVE BALANCE AT TIME OF CONVERSION	SICK TO VACATION LEAVE CONVERSION RATIO
201 to 599 hours	3 sick hours to 1 vacation hour
600 to 799 hours	2.50 sick hours to 1 vacation hour
800 or more hours	2 sick hours to 1 vacation hour

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- ✓ I have contributed to a public sector retirement(s) for over five (5) years and have not withdrawn contribution from the system(s).

Employee Signature	Date
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Payroll Specialist Verification of Eligibility

_____	-	200 hours	=	_____
Current Sick Leave Balance				Maximum sick leave hours eligible to convert to vacation

Payroll Specialist Name (Print & Sign)	Telephone	Mail Code	Date
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Office Use Only

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