



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

# LEAVE CONVERSION REQUEST

## SICK LEAVE TO ANNUAL LEAVE

### Ambulance Operators Unit

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>		
<b>Company</b>	<b>Department</b>		<b>Department ID</b>	<b>Union Code</b>

#### TO BE COMPLETED BY EMPLOYEE

My request to convert sick leave hours to annual leave hours may not exceed the number of hours specified below. The conversion factor to exchange sick leave hours for annual leave hours is 60%. For example:

SICK LEAVE BALANCE AT TIME OF CONVERSION	SICK TO ANNUAL 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 annual 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 annual hours exceeding the maximum allowed by my MOU, I will cease to accrue annual leave until my hours fall below the stated maximum.

<b>Employee Signature</b>	<b>Date</b>
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#### PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

<b>Current Sick Leave Balance</b>	40 hours	-	_____ hours	=	_____
	Hours used in the previous fiscal year				Maximum sick leave hours eligible to convert to annual

<b>Payroll Specialist (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Mail Code</b>	<b>Date</b>
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#### 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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DISTRIBUTION: Original - Central Payroll (0032)