



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

# LEAVE CONVERSION REQUEST

## SICK LEAVE TO VACATION LEAVE

### Exempt/County Fire Exempt/Special Districts Exempt

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 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:

<b>SICK LEAVE BALANCE AT TIME OF CONVERSION</b> 201 to 599 Hours 600 to 799 Hours 800 or More Hours	<b>SICK TO VACATION LEAVE CONVERSION RATIO</b> 3 hours Sick to 1 hour Vacation 2.50 hours Sick to 1 hour Vacation 2 hours Sick to 1 hour Vacation
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**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- ✓ I have contributed to a public sector retirement(s) for over five (5) years and have not withdrawn contribution from the system(s).

<b>Employee Signature</b>	<b>Date</b>

#### PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

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

<b>Payroll Specialist (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Date</b>

*Office Use Only*

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

DISTRIBUTION: Central Payroll (0032)