



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

LEAVE CONVERSION REQUEST

SICK LEAVE TO VACATION LEAVE

Safety Management & Supervisory Unit

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%. Any sick leave hours not converted, along with the 48 hours not subject to this option, shall be accumulated, provided that the 40% of sick leave hours converted to vacation leave shall be relinquished. For example:

SICK LEAVE BALANCE AT TIME OF CONVERSION	SICK TO VACATION LEAVE CONVERSION HOURS	SICK LEAVE BALANCE RELINQUISHED
40 Hours	24 Hours	16 Hours
32 Hours	19.2 Hours	12.8 Hours
24 Hours	14.4 Hours	9.6 Hours
16 Hours	9.6 Hours	5.4 Hours
8 Hours	4.8 Hours	3.2 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
		(-)	(+)			

DISTRIBUTION: Original - Central Payroll (0032)