



# San Bernardino County LEAVE CONVERSION Sick Leave to Vacation Leave

The Sick Leave Conversion Option is a benefit allowing conversion of sick leave to vacation leave, available to eligible General, Safety Management/Supervisory, Management, Exempt, and County Fire/Special Districts Exempt employees.

## REFERENCES

Consolidated Memorandum of Understanding; Safety Management and Supervisory Unit Memorandum of Understanding; Exempt Compensation Plan; County Fire/Special Districts Exempt Compensation Plan

## FORMS REQUIRED

## MANDATORY FIELDS

Leave Conversion Request – Sick Leave to Vacation Leave - All Units Except Management, Exempt, and County Fire/Special Districts Exempt	All
Leave Conversion Request – Sick Leave to Vacation Leave, Exempt	All
Leave Conversion Request – Sick Leave to Vacation Leave, Management	All
Leave Conversion Request – Sick Leave to Vacation Leave, County Fire/Special Districts Exempt	All

## GENERAL INFORMATION

The Sick Leave to Vacation Leave Conversion is irrevocable.

### **General, Safety Management and Supervisory Unit:**

Employees must have been a regular employee, scheduled for 80 hours per pay period, and have used fewer than 40 hours of paid or unpaid sick leave in the preceding fiscal year to be eligible.

The following formula is used when computing the amount of sick leave eligible to be converted: Forty (40) hours minus the number of sick leave hours used during the previous fiscal year equals the maximum number of sick leave hours eligible to convert to vacation leave. Multiply the number of sick leave hours to convert by .60 (60%) for the number of converted vacation leave hours. The remaining 40% of sick leave hours shall be relinquished. Sick leave may be converted in ¼ hour increments. The converted vacation leave hours may be utilized in the same manner as other accrued vacation leave.

Sick leave can be converted to vacation leave only once per fiscal year.

The fiscal year is defined as beginning pay period 14 of one calendar year and ending pay period 13 of the following calendar year for Safety Management and Supervisory Unit employees, and beginning pay period 15 of one calendar year and ending pay period 14 of the following calendar year for General employees.

*Safety Management & Supervisory employees may refer to Leave Cash – Out/Conversion Guidelines.*

After the end of the fiscal year, Employee Benefits and Services Division (EBS), Human Resources (HR), will send each eligible employee an information letter explaining the Sick Leave Conversion Option procedure and a Sick Leave to Vacation Leave Conversion Request form. The employee is responsible for submitting the Request to their department Payroll Specialist within the next fiscal year, if they choose to take advantage of the Sick Leave to Vacation Leave conversion benefit.

After the end of the fiscal year, EBS-HR will forward to department Payroll Specialists, an EMACS report listing employees eligible for the Sick Leave to Vacation Leave Conversion benefit.

*Refer to Consolidated MOU, Leave Provisions article, Sick Leave Section, Sick Leave Conversion Option paragraph; Safety Management and Supervisory Unit MOU, Leave Provisions Article, Vacation*

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Conversion Option paragraph.

**Management:**

Employees who have contributed to a public sector retirement program(s) for over ten (10) years and have not withdrawn the contribution from the system may exchange accrued sick leave hours in excess of eight hundred (800) hours for vacation leave. A maximum of eighty (80) sick leave hours may be converted and must be done in ten (10) hour increments. Eligible employees may convert only once per calendar year in accordance with the chart below. Refer to Consolidated MOU, Leave Provisions Article, Sick Leave Section, Sick Leave Conversion Option (Management Unit Only) paragraph.

Sick Leave Balance at Time of Conversion	Sick Leave Conversion Ratio
800 or more hours	2 sick hours to 1 hour vacation

**Exempt:**

Employees who have contributed to a public sector retirement program(s) for over five (5) years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of two hundred (200) hours for vacation leave. Sick leave must be converted in ten (10) hour increments. Employees may only convert once per calendar year in accordance with the chart below. Refer to Exempt Compensation Plan, Leave Provisions Article, Sick Leave section, Sick Leave Conversion.

Sick Leave Balance at Time of Conversion	Sick Leave Conversion Ratio
201 - 599	3 sick hours to 1 hour vacation
600 - 799	2.5 sick hours to 1 hour vacation
800 or more hours	2 sick hours to 1 hour vacation

**County Fire/Special Districts Exempt:**

Employees who have contributed to a public sector retirement program(s) for over ten (10) years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of two hundred (200) hours for vacation leave. Sick leave must be converted in ten (10) hour increments. Employees may only convert once per calendar year in accordance with the chart below. Refer to County Fire/Special Districts Exempt Compensation Plan, Leave Provisions Article, Sick Leave section, Sick Leave Conversion.

Sick Leave Balance at Time of Conversion	Sick Leave Conversion Ratio
201 - 599	3 sick hours to 1 hour vacation
600 - 799	2.5 sick hours to 1 hour vacation
800 or more hours	2 sick hours to 1 hour vacation

**EMPLOYEE RESPONSIBILITIES**

**General, Safety Management and Supervisory Unit** – Submit completed Leave Conversion Request to department Payroll Specialist before the end of the current fiscal year. Consult department Payroll Specialist for specific deadlines.

**Management, Exempt, and County Fire/Special Districts Exempt** – Leave Conversion Request forms are obtained from and submitted to department Payroll Specialist.

**PAYROLL SPECIALIST RESPONSIBILITIES**

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- ◆ Provide form to employee upon request
  - ◆ Verify in EMACS that hours requested to convert do not exceed the maximum hours allowed by the appropriate MOU, County Fire/Special Districts Exempt Compensation Plan or Exempt Compensation Plan
  - ◆ Verify in EMACS that the employee is not currently on leave by checking Payroll Status
  - ◆ Complete Payroll Specialist Verification of Eligibility section
  - ◆ If hours requested to convert are incorrect, return the Leave Conversion Request to employee for correction. Employee must initial all corrections
  - ◆ Retain copy for department file
  - ◆ Send original Request to EMACS-Payroll

### **DEADLINES**

*Refer to Master Calendar for EMACS Processing*

### **RELATED FORMS**

Leave Cash-Out Conversion Guidelines, Safety Management, Supervisory Unit & Safety Employees