SICK LEAVE CONVERSION TO VACATION FORM

NAME_____

UNI ID #_____

_____ 1) ELECTION TO CONVERT SICK LEAVE TO VACATION

I authorize converting my sick leave automatically for vacation each month that I am qualified. **I must have a minimum of 240 hours sick leave before conversion will occur*.** There is a three to one conversion rate (12 hours of sick leave becomes 4 hours of vacation). Sick leave will not be converted for any month with sick leave usage; however sick leave will be accrued. Sick leave usage includes: adoption leave, family caregiving leave, funeral leave, medical appointment, pall bearer, sick injury and sick leave.

_____ 2) TERMINATION OF SICK LEAVE CONVERSION

I wish to terminate my original selection and begin to accrue sick leave. I am aware that this will reduce the maximum vacation balance that I may accumulate. **Note:** If you are at or near your current vacation maximum, please be aware that it is possible to lose vacation due to the reduction of the maximum vacation balance. Contact Payroll if you have questions.

*While University Policy allows for sick leave conversion to begin after you have 240 hours of accrued sick leave, Long Term Disability does not begin until after exhausting 90 working days or 720 hours. It is recommended that employees wait to begin converting sick leave to vacation until they have accrued 720 hours of sick leave.

SIGNED _____DATE_____

SCAN AND RETURN FORM TO: payroll@uni.edu (preferred)
OR
SEND COMPLETED FORM TO: PAYROLL, CAMPUS CODE 0008

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