

PPME SICK LEAVE to VACATION Conversion Form

Employee Name: _____

Department: _____

Full-time employees who have accumulated six hundred (600) hours of sick leave may convert each additional twenty-four (24) hours of sick leave into eight (8) hours of vacation. If an employee's accrued sick leave account thereafter is depleted below six hundred (600) hours, no conversion right exists until the account is rebuilt to six hundred (600) hours. An employee may convert a maximum of ninety six (96) hours of sick leave each fiscal year. Use of vacation pursuant to this clause will be governed by rules of regular vacation.

Conversion Request:

Sick Leave Hours Converted: _____ *(enter number of hours)*

Vacation Hours Gained: _____ *(enter number of hours)*

Employee

Signature: _____ **Date:** _____

- Employees may request conversion anytime during the fiscal year.
- Increments of conversion must be:
 - 24 hours of sick leave = 8 hours of vacation
 - 48 hours of sick leave = 16 hours of vacation
 - 72 hours of sick leave = 24 hours of vacation
 - 96 hours of sick leave = 32 hours of vacation
- An employee may convert a maximum of 96 hours of sick leave each fiscal year.
- Part time employees are not eligible for conversion.

Request accepted:

Request denied:

Reason request denied: _____
(examples: Sick leave balance less than 632 hours; already converted 96 hours)

Supervisor _____ Date _____