

AFSCME SICK LEAVE to VACATION Conversion Form

Employee Name: _____

Department: _____

Article 16, Section 4: Full time employees who have accumulated 600 hours of sick leave may convert each additional accrued 32 hours of sick leave to 8 hours of vacation. If an employee's accrued sick leave account thereafter is depleted below 600 hours, no conversion right exists until the account is rebuilt to 600 hours. An employee may convert a maximum of 96 hours of sick leave each fiscal year. Use of vacation pursuant to this clause will be governed by the 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:
 - 32 hours of sick leave = 8 hours of vacation
 - 64 hours of sick leave = 16 hours of vacation
 - 96 hours of sick leave = 24 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 _____