

EARNED TIME CONVERSION

Date of Conversion _____ Years of Employment _____

1. Current number of vacation hours at conversion 1 _____ Hrs

2. Current number of sick leave hours at conversion 2 _____ Hrs

3. Convert sick leave to Earned Time:

A. Divide the number on Line 2 by the number of scheduled work hours per day (7.5, 8, etc) Enter here _____ Days

B. Use chart below and record sick leave conversion ratio _____/1

C. Calculate number of Earned Time hours (example: if ratio is .65/1, calculate 65% of the number on Line 2. (Line 2 x .65 = Earned Time Hrs)

Record the number on Line 3. 3 _____ Hrs

4. ADD Lines 1 & 3. This is your new number of Earned Time hours 4 _____ Hrs

4a. Enter number of hours you wish to retain as Earned Time 4a. _____ Hrs

Note: All hours in excess of 450 (for a 7.5 hour workday) and 480 (for an 8.0 hour workday) automatically convert to sick pool hours.

4b. Subtract Line 4a from Line 4. Enter the difference on Line 4b. Multiply the figure on Line 4b by 3. Enter the result on Line 5 4b. _____ Hrs
x3

5 _____ Hrs
(number of sick pool hours)

Summary: Line 4a is you new Total Earned Time hours. Line 5 is your Total Sick Leave Pool hours.

Name (Print) _____

Signature _____

Date: _____

Department _____

USNH ID# _____

Supervisor's Signature _____ Date _____

Accumulated Sick Leave	Years of Full-time Service & Ratios			
	0-6	6 to 12	12 to 18	18+ years
0 - 50 days	1/1	.75/1	.50/1	.25/1
51 - 99 days	1/1	.80/1	.65/1	.55/1
100 + days	--	1/1	1/1	1/1

Please attach a copy of your Time & Attendance Record at time of conversion and mail this form to: Human Resources, 2 Leavitt Lane. Retain a copy for your records.

10/15/2009