

## Classified Employee Annual Leave Conversion Options

### Termination/Sabbatical Leave and Cash Payments

Last Name	First Name	Middle Initial	Business Unit	Employee ID
Union Code	Seniority Date	VAC Allocation	VAC Bal	Eligible to Convert Up To

#### PART 1:

Options 2, 3, and 4 must be prorated in whole hours, if during the calendar year, an eligible employee returns from an unpaid leave of absence, works part-time, reaches 160, 176, 184, 200, or 216 hour annual leave rate; or terminates employment.

Option 1 is not pro-rated for part-time employees.

- Option 1: Employees who accumulate 520 hours of sick leave may, in the year earned, elect to receive not more than 40 hours of earned annual leave, not pro-rated for part-time:
- A. As credit for termination leave or as accumulated sabbatical leave.
- Option 2: Employees between the 160 hour and 199 hour annual leave rate, may, in the year earned, elect to receive not more than 40 of those hours of earned annual leave:
- A. As credit for termination leave or as accumulated sabbatical leave. Pro-rated for part-time.
- Option 3: Employees at the 200 hour rate may, in the year earned, elect to receive not more than 80 of those hours of earned annual leave between one or more of these options, pro-rated if part-time.
- A. As credit for termination leave or as accumulated sabbatical leave. Pro-rated for part-time.
- B. As cash payment, but not to exceed 40 hours.
- Option 4: Employees at the 216 hour rate may, in the year earned, elect to receive not more than 120 of those hours of earned annual leave between one or more of these options, pro-rated if part-time.
- A. As credit for termination leave or as accumulated sabbatical leave. Pro-rated for part-time.
- B. As cash payment, but not to exceed 40 hours.

#### PART 2:

Refer to Eligible Hours for conversion at top of form and the option for which you are eligible as indicated in Part 1 above. Enter whole hours next to your election. Regardless of your election, please date, sign and return to your Payroll Office.

Whole Hours	Election
	A. Credit (bank) for termination leave or as accumulated sabbatical leave. This reduces your vacation balance.
	B. Cash payment (not to exceed 40 hours). Vacation converted to cash payment is payable on:  _____.

I wish to select the election(s) indicated above. If I do not select an election before the end of the calendar year I understand annual leave will be treated as though elections A & B in Part 2 were not available.

Date (mm/dd/yyyy)	Employee Signature
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Regardless of the election selected, return this form to your Payroll Office by \_\_\_\_\_.