

### 13.3.7 SICK LEAVE CONVERSION (SALARIED STAFF ONLY)

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**13.3.7.1.** The sick leave conversion cycle consists of an eligibility year, a conversion year, and a utilization year. If eligible, employees may convert a maximum of four (4) days per year of accrued sick leave to vacation.

**13.3.7.2.** The eligibility year requires the employee to have an accumulated base of 65 days (520 hours) of unused sick leave by December 31 of the eligibility year. The 65 days is an eligibility requirement and is not used in the calculation for sick leave days available for conversion.

**13.3.7.3.** In the conversion year, the rate is: (Employees on less than a 1.00 FTE will be figured on a prorated basis.)

(a) Employees may convert only the earned and unused sick days in excess of eight (8) days during the calendar year.

(b) The maximum number of days an employee may convert in one year is four (4). Example #1: 12 days were earned during the calendar year, no sick days were used by the employee, and four (4) days may then be converted to vacation. Example #2: 12 days were earned during the calendar year, one (1) day of sick leave was used, and three (3) days may then be converted to vacation. Similarly, if only two (2) days were used, then two (2) days may be converted; if only three (3) days were used, one (1) day may be converted. Example #3: 12 days were earned during the fiscal year, 4 days of sick leave were used, and no days may be converted to vacation leave.

**13.3.7.4.** Each new calendar year, constitutes a new conversion period. If the original eligibility base of 65 days is used during the year for sick leave purposes, the employee must once again build up to 65 days of unused sick leave before being eligible for sick leave conversion.

**13.3.7.5.** Employees who have reached the maximum sick leave accrual of 130 days (1040 hours) will be able to convert up to four of their "unused" accrued sick days beyond 130 days to vacation days.

**13.3.7.6.** The utilization year follows the conversion year and could allow the employee up to four additional vacation days as their entitlement. Employees **NOT** interested in converting unused sick leave from the conversion year to vacation leave in the utilization year must apply in writing to the Payroll Office before December 31 of each conversion year. Converted sick leave days will be added to the vacation days for the next calendar year starting January 1. (For example: An employee has 70 days of accrued sick leave in the eligibility year; the following year, the conversion year, the employee uses only two (2) sick days leaving two (2) days possible for conversion; the employee chooses to convert and has two additional days of vacation available beginning January 1 of the next calendar year, the utilization year.)

Maximum carry over as defined in the policy applies in that no more than 30 days of vacation credit may be carried over after December 31. Sick leave converted to vacation leave will be included within the maximum accrual of the employee's unused vacation balance for purposes of payment at termination. In accordance with Personnel Policy 13.3.9.4, employees whose positions are funded by special grants and programs will forfeit without pay vacation days accrued at the time such a program or project is completed.

**13.3.7.7.** Staff who participate in Leaves of Absence With Pay may not apply the accrued sick leave earned while on leave for eligibility or conversion.

**13.3.7.8. Staff who terminate their employment before January 01 and are eligible under previously stated language may convert any current calendar earned sick leave hours over 64 to vacation leave for pay out purposes.** January calendar