



Utah County Office of Personnel Management
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SICK LEAVE CONVERSION FORM

You **may** be eligible to convert your unused sick leave to vacation leave or cash. Sick leave conversion coincides with the pay period in which your birthday falls. Utah County Rules and Regulations states that the following sick leave conversion options are available:

Option A: Conversion of unused sick leave to vacation leave:

Employees who elect to use this option may convert all of their unused sick leave earned from the pay period following the pay period in which their last birthday fell, through the pay period in which their next birthday falls, to vacation leave at the rate of 50%, providing the resulting sick leave balance is at least 240 hours. The converted hours will be added to the vacation hours (up to 240) being carried forward from the birthday pay period.

Option B. Conversion of unused sick leave to cash. Employees who elect to use this option may convert all of their unused sick leave earned from the pay period following the pay period in which their last birthday fell, through the pay period in which their next birthday falls to cash payment at the rate of 25%, providing the resulting sick leave balance is at least 720 hours.

The portion of an employee's unused sick leave not converted UNDER Option A or Option B will continue to accrue with the total being carried over from year to year. As a reminder, sick leave payout at retirement is limited to 25% of 720 hours (plus your "reserve" balance, if any).

Converted sick leave hours will be added to your vacation balance in the pay period after your birthday. If you elect cash, it will be paid in the pay period after your birthday. ***Your election will remain in effect for all subsequent years, for all convertible hours, unless you submit a different election BEFORE YOUR BIRTHDAY in that year.***

- I elect OPTION A. Please convert my sick leave to vacation
- I elect OPTION B. Please convert my sick leave to cash.
- I DO NOT wish to convert my sick leave to either vacation or cash.

Name	Employee ID	Last Four of SSN
Signature		Date
DOB		

Utah County's Sick Leave Conversion Policy is located in the Utah County Personnel Rules & Regulations, Section IX-3-j.
<http://www.utahcounty.gov/Dept/Pers/EmploymentCenter.asp>

Completed Sick Leave Conversion forms must be received by the Personnel Office **prior** to the pay period in which the employee's birthday falls. Completed forms may be faxed or emailed to Personnel. It is the employee's responsibility to verify receipt of the form. Late, incomplete or illegible forms will not be processed. Personnel will not notify employees of their ineligibility to participate in the Sick Leave Conversion process.