

**CONVERSION OF SICK LEAVE TO PERSONAL LEAVE  
ELECTION FORM**

In accordance with policy GBGG, Full-time employees who meet the criteria defined in policy GBGG, have the option of converting a maximum of forty-five (45) hours (full-time licensed employee) or forty-two and one half (42.5) hours (full-time support staff) of sick leave to personal leave each fiscal year.

The conversion request must be received by payroll, no later than the first Monday of the month to be applicable for the same month. Conversion requests received after the first Monday of the month will not be processed and you may be subject to a salary deduction that shall be made in an amount equal to proportionate contract days of his or her salary for each actual day of work that the employee misses.

After all personal leave is exhausted, salary deductions shall be made in an amount equal to proportionate contract days of his or her salary for each actual day of work that the employee misses.

At the end of each fiscal year, any remaining balance of personal days shall be rolled into the employees' sick leave balance. If an employee terminates prior to the end of the fiscal year, any sick leave that has been converted to personal leave will revert back to sick leave prior to a final paycheck being issued.

\*\*\*\*\*

- Please accept this request to convert \_\_\_\_\_ hour(s) of my sick leave hour(s) to personal leave hour(s), effective through the end of this fiscal year. I understand that if I do not utilize the total amount of converted personal leave by the end of the fiscal year, they will revert back to my sick leave balance.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date