

Pulaski County Employee Request To Convert Sick Hours to Vacation Hours Per Ordinance 10-OR-19



EMPLOYEE NAME

PHONE NO. DEPT NO. EMP NO.

EMAIL ADDRESS

SECTION I.

Current No. of Sick Hours as provided on employee's check stub:
(Employees must have at least 256 hours to convert 16 hours sick to 8 hours vacation).

No. of Sick Hours Requested to convert to vacation hours at 2 to 1:
(80 sick hours is the maximum number of hours that may be converted).

SECTION II.

CONVERSION TABLE EXAMPLES Based on 8 hour work day:

MINIMUM NO. OF SICK HOURS REQUIRED	NO. OF SICK HOURS THAT CAN BE CONVERTED OVER MINIMUM	NO. OF VACATION HOURS TO BE ADDED AFTER CONVERSION
256	16	8
272	32	16
288	48	24
304	64	32
320	80	40

CONVERSION TABLE EXAMPLES Based on 10 hour work day:

MINIMUM NO. OF SICK HOURS REQUIRED	NO. OF SICK HOURS THAT CAN BE CONVERTED OVER MINIMUM	NO. OF VACATION HOURS TO BE ADDED AFTER CONVERSION
260	20	10
280	40	20
300	60	30
320	80	40

SECTION III.

In accordance with Ordinance 10-OR-19, I am requesting the above number of sick hours be converted to vacation hours based on 2 hours sick for 1 hour of vacation. I understand that this conversion shall only be valid if submitted to the Payroll Department on an annual basis between **July 1st** and **July 15th** of each year. Vacation hours accrued over 240 at year end will be lost. This conversion cannot be revoked after it has been processed by Payroll.

EMPLOYEE SIGNATURE

DATE



**RETURN by JULY 15 TO: Pulaski County PAYROLL DEPARTMENT
201 South Broadway, Suite 440**

INSTRUCTIONS FOR COMPLETING CONVERSION FORM

Complete top area of form. Your email address can be your County email address or a personal email address. If you do not have an email address, leave this section blank.

Section I

- Indicate the number of sick hours currently reflected on your checkstub.
- Indicate the number of sick hours you want to convert at 2 hours sick to equal 1 hour of vacation. Keep in mind that your total sick leave balance cannot fall below 240 hours after conversion.

Section II

This section indicates examples of sick hours that may be converted and the number of vacation hours that will be added after conversion at 2 sick hours to 1 vacation hour.

Section III

Sign and date the form. This request form must returned to the Payroll Department by July 15. Request forms received after July 15 will not be processed.