

Classified Employee Annual Leave Conversion Options (WSEU and WLEA)

Termination/Sabbatical Leave and Cash Payments

Name Last	First	Middle	Payroll Section / PEG	PID
Bargaining Unit	Seniority Date	VAC Allocation	VAC Bal as of Oct 24	VAC Hrs Available for Conversion

PART 1: Campus/Department Payroll Office completes. Select option for which employee is eligible.

Options 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 104, 144, 160, 176, 184, 200, or 216 hour annual leave rate; or terminates employment.

	A.	B.	C.	D.	E.
Payroll Office: Select Option	Annual Leave Earning Rate	Eligible for use as annual leave during year earned	Portion of annual leave credits eligible for use as accumulated sabbatical leave during year earned	Portion of annual leave credits in Column C eligible for cash-out during year earned. Reduces hours for sabbatical in Column C.	*Must have Minimum Accrued Sick Leave Hours to be eligible
1. <input type="checkbox"/>	104	104	40	0	520
2. <input type="checkbox"/>	144	144	40	40	520
3. <input type="checkbox"/>	160	160	60	40	728
4. <input type="checkbox"/>	184	184	80	40	1040
5. <input type="checkbox"/>	200	200	80	40	---
6. <input type="checkbox"/>	216	216	120	40	---

*Required number of sick hours must be accrued by the end of the October B pay period of the current calendar year.

PART 2: Employee completes.

Refer to 'VAC Hrs Available 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.

Whole Hours Only	Election
	A. Credit as sabbatical leave. This reduces your vacation balance. Vacation converted to sabbatical leave will appear on your earnings statement as SA EARNED and Vacation as VN 'USED' or VC 'USED'.
	B. Cash payment (not to exceed 40 hours). Vacation converted to cash payment is payable on Dec 30, 2009, the last check of the year. Vacation paid will appear as VN 'USED' or VC 'USED' in the leave section and the cash payout will appear as FW in the wage section of the earning statement.
	C. As vacation during the year earned. Vacation balance will be reduced when vacation is used.

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/yy)	Employee Signature
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Regardless of the election selected, return this form to your Payroll Office by: _____