

Classified Employee Annual Leave Conversion Options (Non-Rep, WPEC Exempt, WSP Exempt, SEIU, SEA, PERSA Exempt)

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 25	VAC Hrs Available for Conversion

PART 1: Campus/department completes this part. Select option for which employee is eligible.

Options 1, 2, and 3 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 160, 176, 184, 200, or 216 hour annual leave rate; or terminates employment. Option 4 is not pro-rated for part-time employees.

Option 1: Employees at the 160 hour, 176 hour, or 184 hour annual leave rate, may, in the year earned, elect to receive **not more than 40** of those hours of earned annual leave:
 A. As credit for termination leave or as accumulated sabbatical leave. Pro-rated if part-time.

Option 2: Employees at the 200 hour rate may, in the year earned, elect to receive **not more than 80** of those hours of earned annual leave between one or more of these options, prorated if part-time.
 A. As credit for termination leave or as accumulated sabbatical leave.
 B. As cash payment, but not to exceed 40 hours.

Option 3: Employees at the 216 hour rate may, in the year earned, elect to receive **not more than 120** of those hours of earned annual leave between one or more of these options, pro-rated if part-time.
 A. As credit for termination leave or as accumulated sabbatical leave.
 B. As cash payment, but not to exceed 40 hours.

Option 4: Employees who accumulate 520 hours of sick leave may, in the year earned, elect to receive **not more than 40** hours of earned annual leave, not pro-rated for part-time:
 A. As credit for termination leave or as accumulated sabbatical leave.

PART 2: Employee completes this part.

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	Election
	A. Credit (bank) for termination leave or as accumulated sabbatical leave. This reduces your vacation balance. Vacation converted to termination leave or sabbatical 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, 2008, 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: _____