

## Earned Time to Annual Leave Conversion Form

Name \_\_\_\_\_

SS# \_\_\_\_\_

Department \_\_\_\_\_

Extension 2- \_\_\_\_\_

Effective Date of Conversion \_\_\_\_\_

### Earned Time Conversion:

Per USNH Policy <http://usnholpm.unh.edu/USY/V.Pers/A.11.htm> Up to 20 Earned Time Days automatically converts to Vacation Days. If employee has accrued more than 20 days the remainder may be converted as follows:

- Convert up to 16 additional Earned Time Days to Vacation Days
- Convert ET balance to Traditional Sick Leave
- Converts combination of additional ET days to Vacation and/or Sick Leave
- Receive difference as pay out in cash from USNH Earned Time Account

1. Current ET Balance \_\_\_\_\_ Hours = \_\_\_\_\_ Days

2. Earned Time to be converted to Vacation Leave \_\_\_\_\_ Days

3. Earned Time to be converted to Sick Leave \_\_\_\_\_ Days

4. Earned Time Cash Pay Out \_\_\_\_\_ Hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ \*

### Sick Pool Conversion Options

Convert to traditional Sick Leave as the rate of one (1) Sick Leave day for each three (3) Sick Pool days.

Reserve Sick Pool within employee's account for possible later use, if employee returns to a position covered by Earned Time.

1. Current Sick Pool Balance \_\_\_\_\_ Hours = \_\_\_\_\_ Days

2. Convert to traditional Sick Leave \_\_\_\_\_ Days/3 = \_\_\_\_\_ Days

3. Reserve Sick Pool Balance \_\_\_\_\_ Hours

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

Note: In the event an employee is promoted or transferred to a position that does not accumulate vacation, i.e., academic year faculty position, the employee will be paid accumulated Earned Time prior to reporting to the new position.