Earned Time to Sick Time Conversion Request

As part of the transition to new UTime benefits, non-exempt (hourly) staff have the opportunity for a one-time conversion of accrued Earned Time (ET) hours to “front load” their new Sick Time benefit. Following past practice, the exchange of accrued ET hours for Sick Time hours will be at the equivalent rate of one (1) Earned Time hour for three (3) hours of Sick time, up to a maximum of 480 hours of Sick Time. [Example: 5 hours of Earned Time becomes 15 hours of leave added to your Sick Time balance.]

Your final Earned Time balance will be available to view as of July 9, 2019. To find your balance, please log in to WISE and navigate to Employee Services -> Leave Balances.

If electing to convert Earned Time hours to Sick Time, please complete the requested information below.

- Submit this signed form between July 9 and September 13, 2019 to your Campus Human Resources office, reflecting the number of accrued Earned Time hours to be converted to Sick Time.

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**GENERAL INFORMATION (PLEASE PRINT)**

Name (Last)                     (First)                           (MI)                   USNH ID

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**NUMBER OF ACCRUED EARNED TIME HOURS TO CONVERT TO SICK TIME INDICATED BELOW:**

I am electing to convert ____________ accrued Earned Time hours.

Employee Signature ___________________________ Date ____________

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**Approval/HR Production Coding Information:**

Date Received: ____________________________

*HR Reviewed/Approved by ____________________________

Employee Earned Time balance reduced by ____________ hours

Employee Sick Time balance increased by ____________ hours