Sick Leave Conversion Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 5.5.6 of the City and Borough of Wrangell Employee Handbook states that for accumulated sick leave above 480 hours as of July 1st of each year, the employee shall have the following options:

1. The employee can have all sick leave hours in excess of 480 converted to vacation hours.

**Or**

1. The employee can have 50% of the hours added to vacation time and the remaining 50% paid to them at their current rate of pay. If the employee elects to have 50% paid, the payment amount will be included with their July monthly check. This payment cannot exceed 200 hours.

Sick Leave hours Accrued: \_\_\_\_\_

Sick Leave hours eligible: \_\_\_\_\_

Conversion Option (please pick one): Covert excess to 100% vacation: \_\_\_\_

 Covert excess to 50% vacation, 50% cash out: \_\_\_\_

**Annual Leave Hours earned over 520 hours and unused are lost**

Please turn into city hall before July 31st, or email to payroll@wrangell.com.

Signatures:

 Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borough Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_