

2011 Classified Employee Annual Leave Conversion Options (WSEU)

Termination/Sabbatical Leave and Cash Payments

Name Last	First	Middle	Business Unit	Employee ID
Union Code	Seniority Date	VAC Allocation	VAC Bal as of	Eligible to Convert Up To
PART 1:				
<p>Options 5 and 6 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 200 or 216 hour annual leave rate; or terminates employment. Options 1, 2, 3 and 4 are not pro-rated for part-time employees.</p>				
<input type="checkbox"/> Option 1: Employees who have accumulated between 520 and 727 hours of sick leave and 104 allocated annual 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.				
<input type="checkbox"/> Option 2: Employees who have accumulated between 520 and 727 hours of sick leave and 144 allocated annual leave may, in the year earned, elect to receive not more than 40 hours of earned annual leave: A. As credit for termination leave or as accumulated sabbatical leave. B. As cash payment, but not to exceed 40 hours.				
<input type="checkbox"/> Option 3: Employees who have accumulated between 728 and 1039 hours of sick leave and 160 allocated annual leave may, in the year earned, elect to receive not more than 60 hours of earned annual leave: A. As credit for termination leave or as accumulated sabbatical leave. B. As cash payment, but not to exceed 40 hours.				
<input type="checkbox"/> Option 4: Employees who have accumulated 1040 hours of sick leave and 184 allocated annual leave may, in the year earned, elect to receive not more than 80 hours of earned annual leave: A. As credit for termination leave or as accumulated sabbatical leave. B. As cash payment, but not to exceed 40 hours.				
<input type="checkbox"/> Option 5: 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, pro-rated if part-time. A. As credit for termination leave or as accumulated sabbatical leave. Pro-rated in part-time. B. As cash payment, but not to exceed 40 hours.				
<input type="checkbox"/> Option 6: 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. Pro-rated in part-time. B. As cash payment, but not to exceed 40 hours.				
PART 2:				
<p>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.</p>				
Whole Hours	Election			
	A. Credit (bank) for termination leave or as accumulated sabbatical leave. This reduces your vacation balance.			
	B. Cash payment (not to exceed 40 hours). Vacation converted to cash payment is payable on 12/29/2011.			
	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			

Regardless of the election selected, return this form to your Payroll Office by