



Sick Bank Conversion to Vacation Request

Full-time bargaining unit members who have more than 180 hours of sick leave available may elect to convert up to 64 hours of sick bank leave to vacation at a ratio of three sick hours to one vacation hour between June 15 and June 30 of every year, and may not be reversed once made. To request this conversion, please complete the following information and forward to Human Resources.

_____ requests conversion of _____ sick bank leave hours to
Employee Name
_____ vacation hours.

Signature: _____

Date: _____