



Consent Item

RE: Personnel Manual Change

Department/Program: Administration

Explanation: The verbiage for the policy allowing the conversion of sick/medical leave to vacation leave has been modified to add clarity. The manner in which this policy is being applied is not changing. This policy was last updated in 2016.

Recommendation: Accept the proposed change to the Personnel Manual.

Submitted By: Denise Keller

Date: August 6, 2024

Conversion of Sick/Medical **Pay Leave** to Vacation **Pay Leave**

Employees who have accumulated at least 800 hours of unused sick/medical **pay leave** may convert up to 160 hours of the excess to vacation **pay hours**. The basis for such conversion shall be 16 sick/medical **pay hours** for 8 vacation **pay hours** (2 for 1). The conversion option may be exercised **only once** in a ~~calendar year~~ **consecutive 12-month period**. Conversion requests must be submitted on appropriate forms and the new vacation ~~pay is~~ **hours are** subject to the terms and conditions of vacation **pay hours** as stated in this manual.

Vacation hours converted from sick leave within twelve months of termination separation of employment will be forfeited deducted upon termination separation. Converted hours will not be paid out in an employee's final vacation payout.