

It has come to our attention that the October 1, 2009 effective date for the change in sick pool conversion month from May to October is disadvantaging some staff who have planned the utilization of their time with the expectation of conversion in May. As a result we have put in place a transition plan that provides a **one-time** option to convert Earned Time to Sick Pool **EITHER** this October, **OR** during the month of May, 2010. (For Operating Staff who convert Earned Time to Sick Pool this October, their next opportunity to convert will be October, 2010.) Effective October, 2010, the sick pool conversion period will be held only during the month of October.

Sick Pool conversion forms are to be submitted to Human Resources by October 30, 2009, for Operating Staff choosing to convert their Earned Time this October, instead of May, 2010. Sick pool information is available on the Human Resources web site under "Earned Time" at www.unh.edu/hr/et.htm, and forms are available at www.unh.edu/hr/pubs-frm.htm#other, or may be requested from Human Resources by phoning 862-0501.

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