



Conversion of PAT Vacation & Sick Leave

GENERAL INFORMATION (PLEASE PRINT)

Name (Last) _____ (First) _____ (MI) _____ USNH ID _____
 Job Title / Department _____ Campus Phone Number _____
 Effective Date of Conversion _____ Years of Service _____

VACATION AND SICK LEAVE CONVERSION

Vacation Leave & Sick Leave are converted to Earned Time on a 1:1 ratio, if the combined total exceeds 480 hours, the balance will convert to sick pool. * *Employees working reduced schedules, please contact the HR Benefits team for assistance in completing this form.*

1. Current Vacation Leave Balance _____ days x 8 hrs* _____ Hours
2. Current Sick Leave Balance _____ days x 8 hrs* _____ Hours
3. Add lines 1 and 2. _____ Combined Hours
 - a. Enter number of hours you wish to retain as Earned Time hours
Note: All hours in excess of 480 automatically convert to sick pool hours. _____ Earned Time Hours
 - b. Enter number of hours you wish to convert to Sick Pool (SP)
Note: The maximum number of sick pool days is 150 (ex: 1200 hrs for a 40-hour work week and 1125 for a 37.5-hour work week.) _____ Hours to convert to SP
 _____ hours to convert x 3 = _____ Sick Pool hours
4. Line 3a is your new total Earned Time balance _____ Hours
5. Line 3b is your new total Sick Pool balance _____ Hours

Employee Signature _____

Supervisor Name (Please Print) _____

Supervisor/Dept. Signature _____

**Copy of completed &
signed Exempt Leave
Record must be attached**

HR Office Use Only

Date Received: _____ Approved by: _____

Entered by: _____ Date Entered: _____