Earned Time to Sick Pool Conversion

**Sick Leave Pool** is intended to provide additional security by allowing Staff Hourly-Paid employees the opportunity to exchange Earned Time (ET) hours for Sick Pool hours at the equivalent rate of three Sick Pool hours for each hour of Earned Time. **Ex:** 5 hours of Earned Time becomes 15 hours of leave available via Sick Pool.

If electing to convert Earned Time hours to Sick Pool, please complete the requested information below.

- *New employees* that have completed their introductory period may send the form to the HR Operations office.
- *Annual Conversion:* employees must submit the form on or before October 31st to the HR Operations office.

### GENERAL INFORMATION (PLEASE PRINT)

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<th>Name (Last)</th>
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<th>(MI)</th>
<th>USNH ID</th>
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<tr>
<th>Job Title</th>
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<th>Department</th>
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### NUMBER OF EARNED TIME HOURS TO CONVERT TO SICK POOL INDICATED BELOW:

I am electing to convert __________ accrued Earned Time hours.

Current Earned Time Balance ______________

Employee Signature ___________________________ Date ______________

### Coding Information: HR Office Use Only

Date Received: ____________________________ Reviewed/Approved by: ____________________________

**Earned Time** Current Balance ___________ Hours to Convert ___________ = New Balance ___________

**Sick Pool** Current Balance ___________ Earned Time Hours ___________ X 3 = ___________

New Sick Pool Balance ________________