



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.

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

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

GENERAL INFORMATION (PLEASE PRINT)

Name (Last) _____ (First) _____ (MI) _____ USNH ID _____

Job Title _____ Phone Number _____

Department _____

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 _____