

Status Change: non-exempt to exempt Conversion of Earned Time to Personal Time

GENERAL INFORMATION (PLEASE PRINT)

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

 Job Title / Department Campus Phone Number

 Effective Date of Status Change

EARNED TIME CONVERSION

When an employee transfers, is promoted, or reclassified into an exempt status position and has a frozen ET Bank related to the UTime conversion in 2019, benefits may be converted using the following procedure.

The employee will be paid the accumulated earned time at the rate of pay for the non-exempt position. They have the option to convert the equivalent of twenty (20) or fewer days (160 hours) to Personal Time prior to the payment of accumulated earned time.

1. Current Earned Time Balance _____ Hours
2. Enter number of hours you wish to convert to Personal Time. _____ Hours
3. Balance to be paid out to employee (#1 minus #2) _____ Hours

Employee Signature _____

Date: _____

HR Office Use Only

Date Received: _____ Approved by: _____

Entered by: _____ Date Entered: _____