

REQUEST for TRANSFER of SICK LEAVE to VACATION LEAVE

NOTES:

- Conversion permitted for sick leave hours in excess of 480.
- 16 sick leave hours convert to 8 vacation leave hours
- Up to 80 additional vacation leave hours may be obtained through conversion per fiscal year (7/1 – 6/30)

Date: _____

Employee: _____

Sick leave at time of conversion: _____ (Hours)

Vacation leave at time of conversion: _____ (Hours)

Amount of sick leave to convert: _____ (Hours)

Signatures:

Employee: _____

Department Head: _____

Town Manager: _____

Sick leave after conversion: _____ (Hours)

Vacation leave after conversion: _____ (Hours)