

**Authorization to Make Unused
Program I (Pre-2006) Sick and Converted Sick, and/or
Program II (Pre-2014) Sick Available for Paid Absences**

I _____, elect to use some or all of my unused Program I **(Pre-2006) Sick**, Program I **(Pre-2006) Converted Sick**, and/or Program II **(Pre-2014) Sick** leave balance(s) for paid absences as indicated below:

- (A) **Pre-2006 Sick** hours to be made available for paid **Sick** absences: _____
- (B) **Pre-2006 Converted Sick** hours to be made available for paid **Converted Sick** absences: _____
- (C) **Pre-2014 Sick** hours to be made available for paid **Sick** absences: _____

The availability of the above-designated leave is effective for the pay period beginning: _____

I have reviewed the Division of Finance Policy FIACCT: 11-21.00 'Use of Pre-2006 Sick and Converted Sick, and Pre-2014 Sick Leave Balances' and understand that the Pre-2006 Sick, Pre-2006 Converted Sick and Pre-2014 Sick leave made available for use must be used before I retire or terminate, or prior to the end of the current leave year, whichever comes first. Furthermore, any unused Pre-2006 Sick, Pre-2006 Converted Sick, or Pre-2014 Sick hours will be added back to my Pre-2006 Sick, Pre-2006 Converted Sick or Pre-2014 leave balances before I retire or terminate, or prior to the end of the current leave year, whichever comes first. (The unused leave will be restored to the leave category from which it was removed.)

Employee Signature: _____ EIN: _____ Date: _____

HR/Payroll Representative Signature: _____ Date: _____

Department HR/Payroll Staff shall:

- Move and account for the leave in accordance with Finance Policy FIACCT: 11-21.00
- ◆ Verify the employee has the hours listed above available in their applicable **(82) Pre-2006 Sick** , **(83) Pre-2006 Converted Sick**, and/or **(72) Pre-2014 Sick** leave balance.
 - ◆ Enter quota corrections as indicated below. Use the same start date for the quota corrections.
(If Pre-2006 Sick and Pre-2014 Sick hours are moved in the same pay period, use a different start date for the Pre-2006 and Pre-2014 Sick quota corrections.)
 - A) Enter quota corrections to reduce **(82) Pre-2006 Sick** and increase **(92) Sick**
 - B) Enter quota corrections to reduce **(83) Pre-2006 Converted Sick** and increase **(93) Converted Sick**
 - C) Enter quota corrections to reduce **(72) Pre-2014 Sick** and increase **(92) Sick**
- Give a copy to the employee
- Place this original document in the employee's permanent personnel file
- Monitor the use of Pre-2006 Sick and Converted Sick and Pre-2014 Sick hours that were moved and not used. Enter quota corrections to restore unused Pre-2006 and/or Pre-2014 hours that were moved prior to: the employee retiring or terminating, or the end of the current leave year, whichever comes first. Restore the unused hours to the leave category from which they were removed. Use the same start date for the quota corrections.