

DOCUMENTATION OF SICK LEAVE AND CONVERTED SICK LEAVE FOR EMPLOYEES APPROVED FOR LONG TERM DISABILITY

An employee approved for Long Term Disability who retires directly from LTD will have the same rights under UCA 67-19-14 to the unused sick leave at retirement benefits in place in DHRM rule on their retirement date as an active employee who retires on the same date. As with all retiring employees, these benefits are subject to eligibility requirements, such as meeting URS retirement eligibility, the age of the employee and spouse upon retirement, and the number of Program I Sick Leave and Converted Sick Leave hours remaining in the employee's leave balances on their retirement date. The following information is being collected to capture the employee's Sick Leave and Converted Sick Leave balances at the time he or she is approved for LTD for possible future use at retirement.

Check one: Original form (at time of LTD approval)

Updated form (at time of employee's termination)

Employee Name: _____ Employee ID#: _____

Agency: _____ Unit number: _____

Job Title: _____ Rate of Pay: _____

LTD Effective Date: _____ Separation Date: _____

Anticipated Retirement Date (if applicable): _____

Program I Sick Leave _____ Program I Converted Sick Leave * _____

Program II Sick Leave _____ Program II Converted Sick Leave * _____

* If the employee receives a cash payout of Program I/II Converted Sick Leave at the time LTD is approved, document only the hours remaining after the cash payout. When the employee elects to defer the cash payout of Program I/II Converted Sick Leave until the medical leave of absence has expired and he/she is separated from State employment, this form must be updated to reflect the new balances.

Name of Person Completing Form (please print)

Signature of Person Completing Form

Date

Employee Signature

Date

Original: PEHP/LTD

Copies: Employee, DHRM Field Office, Employee Personnel File

(Revised 9/21/10)