

One-Time and Irrevocable Authorization to Transfer All Program I (Pre-2006) Sick and Converted Sick Leave Hours to Program II

As of January 1, 2011, an employee who is participating in the Unused Sick Leave Retirement Program I under Section 67-19-14.2 (Utah Code Annotated 1953), may make a one-time and irrevocable election to transfer all unused sick leave hours which shall include all converted sick leave hours under Section 67-19.14.1 (Utah Code Annotated 1953), for use under the Unused Sick Leave Retirement Program II.

I _____, elect to transfer all of my unused Program I sick and converted sick hours into Program II to be effective in the pay period beginning: _____

Unused balance of Pre-2006 **Sick** leave hours (to be moved to Program II Sick): _____

Unused balance of Pre-2006 **Converted Sick** leave hours (to be moved to Program II Converted Sick): _____

I have reviewed the Division of Finance Policy FIACCT: 11-21.00 'Use of Pre-2006 Sick and Converted Sick Leave Balances' and understand that this is a one-time and irrevocable election to transfer all unused Program I sick leave hours which shall include all unused converted sick leave hours into Program II hours.

Employee Signature: _____ EIN: _____ Date: _____

HR/Payroll Representative Signature: _____ Date: _____

Department HR/Payroll Staff shall:

- Move the leave in accordance with Finance Policy FIACCT: 11-21.00
- Give a copy to the employee
- Submit a copy to the Pam Borman in the Division of Finance/State Payroll (Fax: 801-538-3244)
- Place this original document in the employee's permanent personnel file