

Transfer Vacation Leave to Sick Leave

(Completed forms should be submitted to Payroll, AC 613)

Name: _____

Dept: _____

Employee #: _____

Why transfer vacation to sick time?

You may want to consider transferring vacation time to sick time if you are:

- Nearing your maximum accrued vacation time and will not be able to take vacation time in the near future. This will allow you to continue to accrue vacation time.
- You anticipate that you will need additional sick time in the future for a planned absence (childbirth, surgery, etc.)
- You are a staff employee nearing retirement and want to use sick time under the Kentucky Employees Retirement System

Staff Employees please note:

KERS participation date	Sick time counts toward your eligibility to retire	Sick time converts to service time used to determine your monthly pension benefit ¹
Prior to 9/1/2008		All sick time can be converted to service credit
Between 9/1/2008 and 1/1/2014		Only first 12 months of sick time will be converted to service credit.
1/1/2014 and after		Not be eligible for conversion under KERS

¹ Conversion is based on KERS conversion chart found on KERS website (www.kyret.ky.gov)

Information

Transferring vacation to sick (other than at retirement)

- Transfers are allowed after **four** years of employment at NKU.
- A maximum of **five** vacation days may be converted to sick leave on during a calendar year.
- Transfer requests may be submitted in June and December.
- Transfer request forms must be received in Payroll by the 15th of the month (June or December).
- All full-time and regular part-time employees are eligible to transfer time.

Transferring vacation to sick at retirement

My retirement date is: _____

Section F4.3 of the NKU Terminal Vacation / Annual Leave policy in the Northern Kentucky University personnel policy procedure manual allows an eligible employee at retirement to transfer vacation to sick time subject to the maximum terminal vacation payout.

Transfer Request

I am voluntarily requesting a transfer of Vacation time to Sick time. I understand that this will reduce the number of vacation days in making this transfer. My signature below acknowledges this transfer.

Vacation days/hours to be transferred: _____ (maximum 5 days)

Signature

Date