

2021 Sick and Personal Leave Conversion

**EMPLOYEE INFORMATION**

Name

Employee # Phone #

**CONVERSION REQUEST**

Please indicate whether you wish to convert all or a portion of your accrued sick and personal leave balances. Please refer to the “Leave Balances” available on Surge Time to check your current leave balances. Remember, only days accumulated and not used during the current fiscal year as an employee of Cincinnati State may be cashed in pursuant to this policy.

**This form must be submitted to the PAYROLL Department no later than June 16th, 2021 in order to qualify for the conversion program this year.**

**Sick and Personal Leave Conversion Request**

**I wish to convert the maximum sick and personal days allowed.**

**I wish to convert (days) into a cash payment**

**I wish to convert (days) into a cash payment, to be donated to the Cincinnati State Foundation-SEIU employees only**

Signature

Date: