



## Sick Leave/Personal Leave Conversion Policy

At the end of the fiscal year, any employee may exercise one of the options below regarding any sick leave/personal leave days not used during the previous year.

- 1.) Allow the balance to remain intact for possible future needs. (Accumulate it)
- 2.) Covert up to one-half (1/2) of the unused balance for the year into a cash payment (computed as 0.00278 for AAUP1 and AAUP2 and 0.00192 for other employees) times the current annual salary, times the number of eligible days. Eligible days are:
  - a. AAUP1: maximum of 6.5 days
  - b. AAUP2: maximum of 8 days
  - c. Other employees: maximum of 7.5 days
- 3.) Donate days:
  - a. SEIU: donate your cash payment to Cincinnati State Foundation
  - b. AAUP1 and AAUP2: donate up to 10 days to the Sick Leave Bank (use eForm)

The cash payment to the employee will apply only to the portion of the annual credit allowances not used each year. Only days accumulated during the current year at Cincinnati State may be cashed in pursuant to this provision.

No employee may exercise the cash payment provision until he/she has exceeded thirty-five (35) days of accumulated sick/personal leave. The number of days “cashed in” cannot result in a remaining accumulated balance of few than thirty-five (35) days.

**EXAMPLE:** 8 days unused.  $\frac{1}{2}$  (4 days) x 0.00192 x current annual salary = cash payment (minus applicable taxes). The other  $\frac{1}{2}$  (4 days) of unused time will remain in your accrual balance.