

Jefferson County

Employee Administrative Rules & Regulations

Accumulated Leave Conversion



Rule Number: 5.6.4

Date Established:

Date of Last Revision: 10/10/18

1.0 PURPOSE

Jefferson County recognizes when employees achieve a healthy balance between work and personal life, then the business benefits. As such, the purpose of this Rule is to support Jefferson County employees' work life balance. Jefferson County Commission approves and provides employees with regularly scheduled holidays, a variable holiday, and vacation leave and sick leave according to Rules 13.9 and 13.10 of the Personnel Board of Jefferson County Rules and Regulations, which establish applicable accrual schedules. This Rule provides employees with the option to convert up to forty (40) hours of accumulated sick leave to vacation leave in any fiscal calendar year.

2.0 RULE

- Jefferson County employees who have completed 12-months of uninterrupted paid service with the County may opt to convert up to forty (40) hours of accumulated sick leave to vacation leave annually.
- Conversion will decrease an employee's sick leave accumulation by the amount converted and increase the employee's vacation accrual balance by the same amount.
- To participate, employees must have a minimum of one hundred and sixty (160) hours of accumulated sick time of conversion.
- The election period will occur at a time designated by the County Manager.
- Election cannot occur outside of the established election period.
- Once an election is made, it is non-revocable.
- Vacation conversion does not increase the vacation carry-over maximum of 320 hours annually.
- As policy requires, all vacation, including vacation conversion days, must be scheduled with employees' supervisors.

Jefferson County employees requesting to participate must complete and submit to the Human Resources Department – Payroll Division an *Accumulated Leave Conversion Election Form* (Figure 1) no later than close of business on the last day of the published election period.

Figure 1. Accumulated Leave Conversion Election Form

Jefferson County Commission Accumulated Conversion Election Form

Employee Name: _____

Employee Number: _____

Department: _____

I acknowledge that a copy of the *Accumulated Leave Conversion* Rule has been given to me. I understand the rule and elect to convert up to forty (40) hours of sick leave to vacation leave as long as my leave balance adheres to the requirement of having a minimum number of accumulated sick hours of one hundred and sixty (160) at the time of the conversion request.

_____ Number of sick hours to convert to vacation hours (40 hours maximum)

Employee's Signature

Date

Supervisor's Signature

Date

HRIS Use Only

_____ **Number of Accumulated Sick Hours at the time of Conversion**

Yes No Employee completed at least 12 consecutive paid months of service with the County.

Approved **Denied** (*explain*) _____

HRIS Staff's Signature

Date