



SICK LEAVE CONVERSION 2007

IMPORTANT NOTICE TO EMPLOYEES!

The Sick Leave Conversion Process opens on November 30, 2007.

If you have more than 500 hours of sick leave (part time employees may convert at lower levels), you are eligible to participate in the Sick Leave Conversion benefit (see Rules and Regs 401.4C or union contract).

November 30, 2007 - The Sick Leave Balance printed on your November 30, 2007 pay stub is the available balance for the 2007 Sick Leave Conversion process. This balance reflects all hours accrued/used through the pay period ending November 23, 2007.

If you wish to convert some of your sick leave hours to cash or vacation hours, please complete a Sick Leave Conversion Form and return the form to the Central Payroll Office, 8th Floor City/County Bldg, Room 8010.

November 30 through December 7 – Forms returned to Central Payroll by 1 p.m. December 7th will be processed with the pay period ending December 7th and paid on December 14th.

December 8 through 21 – Forms returned to Central Payroll by 1 p.m. December 21st will be processed with the pay period ending December 21st and paid on December 28th.

****Employees who choose the cash conversion will have the hours paid out on their regular check. However, the cashout amount will be taxed at the Flat IRS and State Rates (see details on the sick leave form).**

If your current sick leave balance exceeds the maximum allowed for your status and you do not return a Sick Leave Conversion Letter, the hours above the maximum allowed will be converted to cash automatically.

NO LETTERS WILL BE ACCEPTED PAST DECEMBER 21!

Please contact your timekeeper for details and forms.