

Transfer Vacation Leave to Sick Leave

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 in KPPA Tier 1 or 2 nearing retirement and want to use sick time under the Kentucky Public Pensions Authority.

Staff Employees please note:

KPPA 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	Yes	All sick time can be converted to service credit
Between 9/1/2008 and 1/1/2014	No	Only first 12 months of sick time will be converted to service credit.

¹ Conversion is based on KPPA conversion chart found on [KPPA website](#)

Information

Transferring vacation to sick:

- 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.

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

RETURN COMPLETED FORM TO: Payroll@nku.edu