



Sick Leave Conversion Statement

Employee Name: _____

Retirement Date: _____

Department: _____

Employee ID #: _____

In conjunction with my initial retirement from Ohio University, I elect to either a one-time payout of my accrued and unused accumulated sick leave in accordance with Section 124.39 of the Ohio Revised Code or to carry forward the total sick leave balance for future anticipated state employment, or any political subdivisions of the state, or any combination thereof.

I elect to receive a payout of my accrued and unused sick leave credit

I understand:

- A. That I must have ten or more years of actual service with the state, or any political subdivisions of the state, or any combination thereof. Service time purchased toward retirement does not count toward the conversion time requirement.
- B. That I shall be paid for one of the following, determined by my appointment type:
 - i. one-half of the value of any unused accumulated sick leave up to a maximum of sixty days or four hundred eighty hours for non-bargaining Classified and FOP employees
 - ii. one-half of accrued and unused sick leave up to a maximum of eighty days or six hundred forty hours for bargaining Classified (AFSCME) employees
 - iii. one-fourth of accrued and unused sick leave up to a maximum of thirty days or two hundred forty hours for Administrative and Faculty employees
- C. That the amount of payout shall be based upon my rate of pay at the time of my initial retirement, that I shall receive a single lump-sum payment and that I may convert sick leave only once during my lifetime.
- D. That all unused accumulated sick leave credit shall be eliminated at the time of sick leave conversion payment and shall not be re-credited to me for any reason.
- E. That I may not convert any new accumulation upon subsequent retirement.
- F. That my sick payout will not include any amounts donated to me through policy 40.035.

I elect to carry forward the total sick leave balance for future anticipated state employment, or any political subdivisions of the state, or any combination thereof

I understand:

An employee who transfers from one state or local Ohio public agency to another, or who is reappointed or reinstated at Ohio university, will be credited with the unused balance of accumulated sick leave--up to the maximum of the sick leave accumulation permitted as of the date when the new employment starts, in the public agency to which the employee transfers and provided the time between separation and reappointment does not exceed ten years.

Signature of Employee: _____ Date: _____