

Administrative Office of the Courts
SICK LEAVE CASH CONVERSION FORM

You are entitled to convert any or all of your unused sick leave in excess of 600 hours into cash at a rate of 50% of your hourly rate. The following limitations and provisions apply.

- A. The amount of unused sick leave you may convert into cash in any one fiscal year (July 1 through June 30) may not exceed 120 hours unless you are planning to retire. Those retiring within the fiscal year may convert up to a maximum of 400 hours in additional unused sick leave in excess of 600 hours.
- B. Payment for unused sick leave shall only be made on the payday immediately following the first full pay period in January and July except for retirement. Individuals retiring will be paid immediately prior to retirement.
- C. Employees must declare the amount of unused sick leave, if any, they wish to convert into cash, and the time (July or January) they wish to receive payment.

**Sick Leave Cash Conversion
Employee Declaration**

Agency: _____ Date: _____

Employee Name: _____ Employee ID #: _____

1. PPE Date: _____ Sick Leave Balance: _____ (hrs) minus 600 hours = _____ [1B]
[1A]

Check appropriate box:

2. I wish to convert unused sick leave into cash this fiscal year as follows (circle July or January, but not both, and the amount may not exceed 120 hours).

JULY JANUARY # of hours: _____ [2C]

3. For those retiring during the fiscal year:

a) Expected date of retirement: _____

b) Worksheet:

1. Enter balance of sick leave from 1B _____

2. Subtract amount converted in 2C _____

3. Add sick leave accumulated to date of retirement _____

4. Total sick leave available for conversion _____ [3D]

c) I wish to convert the following hours of unused sick leave into cash upon retirement (not to exceed the number in 3D or 400 hours).

4. I understand my rights, but do not wish to convert unused sick leave to cash this fiscal year.

Employee Signature

Date

*The Administrative Authority for the Judicial Entity **may** limit Sick Leave Cash Conversion to once per fiscal year.