

An employee with at least twenty-five (25) years of service under any retirement system may elect to convert up to (eighty) 80 hours of sick leave and/or up to eighty (80) hours of vacation leave per year. This conversion will result in the employee receiving payment for these hours, and having the appropriate leave account reduced by the hours converted. Only eligible employees may elect this conversion. Eligibility and the rules regulating conversion are as follows:

1. The employee must have at least ten (10) years of service with Wayne County, Ohio. (Wayne County, Ohio being defined for this purpose as “the political subdivision organized pursuant to RC 301 and known as Wayne County.”) Re-employed retirees will have as their service date for calculation of the ten (10) years of service with Wayne County as the first date of employment with Wayne County after their retirement.
2. In order to convert sick leave, the employee must have, ~~at the time of application,~~ **by December 1 of the year of application**, a minimum balance of nine hundred sixty (960) hours of accumulated sick leave plus the amount they wish to convert. (For example, an employee must have a balance of one thousand forty [1,040] hours of sick leave accumulated to convert eighty [80] hours.)
3. In order to convert vacation leave, the employee must have, **by December 1 of the year of application**, enough vacation leave accumulated ~~at the time of application~~ to cover the number of hours converted up to eighty (80) hours, plus a balance of forty (40) hours that is not converted. (For example, an employee must have one hundred twenty [120] hours vacation leave accumulated in order to convert eighty [80] hours.)
4. An eligible employee may convert any combination of sick and/or vacation leave, subject to the regulations, up to the maximum of eighty (80) hours for each type of pay (one hundred sixty [160] hours total).
5. Conversion of sick and vacation leave will result in a permanent deduction of the converted hours from the participating employee’s appropriate leave balance, **effective December 1 of the year of application**. Conversion will not affect an employee’s eligibility for sick leave payment upon retirement per Section 11.03(A) of this policy manual.
6. Additional sick and vacation leave accrual will not be earned from converted sick and vacation leave. Standard deductions as required by law, including OPERS deductions, will be made.

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VACATION LEAVE CONVERSION (CONTINUED)**

7. Converted hours will not count as “hours worked” in the week paid out for the purpose of calculating overtime.
8. Employees are responsible for initiating the conversion process by annually completing and filing a “Leave Conversion Request” form. This request form must be completed by the employee, and approved by the Appointing Authority, no later than December 1 of the year prior to the actual conversion. The employee will receive the payout on the second pay of the following year. For example: a conversion request would have to be completed and approved by December 1, 2004, in order for the employee to receive the conversion on the second pay of January 2005.
9. The employee’s Appointing Authority must put the approved conversion request on the turn around sheet for the second pay of the New Year and label the hours as “Converted Sick Leave” or “Converted Vacation Leave.”
10. This policy only applies to those Wayne County employees who are not covered by a collective bargaining agreement, and whose Appointing Authority has adopted this policy.
11. Each Appointing Authority may waive the notification dates for 2004 and 2005 if they need to do so because of late adoption of the policy. These dates may not be waived thereafter.
12. Complete Leave Conversion Request Form (Appendix O).

Original Adoption Date	Revision Number	Date	Approved
<u>7/31/96</u>	<u>3</u>	<u>11/10/10</u>	<u>11/10/10</u>