

**Authorization to Make Unused Program I (Pre-2006) Sick and/or
Converted Sick Leave Balances Available for Paid Absences**

I _____, elect to use some or all of my unused pre-2006 Sick or Converted Sick leave balance(s) for paid absences as enumerated below:

Amount of Pre-2006 **Sick** leave to be made available for paid Sick absences: _____

Amount of Pre-2006 **Converted Sick** leave to be made available for paid Conv Sick absences: _____

The availability of the above-designated leave is effective for the pay period beginning: _____

I have reviewed the Division of Finance Policy FIACCT: 11-21.00 'Use of Pre-2006 Sick and Converted Sick Leave Balances' and understand that the pre-2006 sick/converted sick leave made available for use must be used before I retire or terminate, or prior to the end of the current leave year, whichever comes first. Furthermore, any unused pre-2006 sick/converted sick leave will be added back to my pre-2006 sick/converted sick leave balance before I retire or terminate, or prior to the end of the current leave year, whichever comes first.

Employee Signature: _____ EIN: _____ Date: _____

HR/Payroll Representative Signature: _____ Date: _____

Department HR/Payroll Staff shall:

- Move and account for the leave in accordance with Finance Policy FIACCT: 11-21.00
- Give a copy to the employee
- Place this original document in the employee's permanent personnel file