

## University Staff Annual Leave Conversion Options

### Banked Leave and Cash Payments

Last Name, First Name and Middle Initial			Business Unit	Employee ID
Seniority Date	VAC Carryover	VNA Allocation	VNA Balance	Eligible to Convert Up To

#### **PART 1: (Eligibility)**

Options 2, 3, and 4 are prorated if during the calendar year, an eligible employee returns from an unpaid leave of absence, works part-time or reaches a new annual leave rate (rounded to the nearest whole hour).  
Option 1 is not pro-rated for part-time employees.

- Option 1: Employees who accumulate 520 hours of sick leave by the end of last pay period in October may elect to convert not more than 40 hours of combined earned annual leave, not pro-rated for part-time.
- Option 2: Employees between the 160 hour and 199 hour annual leave rate may elect to convert not more than 40 hours of combined earned annual leave. Pro-rated for part-time.
- Option 3: Employees at the 200 hour rate may elect to convert not more than 80 hours of combined earned annual leave between one or more of these options. Pro-rated for part-time.
- A. As banked leave.  
B. As cash payment, but not to exceed 40 hours.
- Option 4: Employees at the 216 hour rate may elect to convert not more than 120 hours of combined earned annual leave between one or more of these options. Pro-rated if part-time.
- A. As banked leave.  
B. As cash payment, but not to exceed 40 hours.

#### **PART 2: (Election) Combined annual leave includes vacation carryover and current year vacation balances**

Refer to the top of the form for eligible hours to convert and the option for which you are eligible as indicated in Part 1 above. Enter whole hours next to your election. Please date, sign and return to your Payroll Office.

Whole Hours	Election
	A. Credit as Banked leave. This reduces your combined vacation balance.
	B. Cash payment (not to exceed 40 hours). Vacation converted to cash payment is payable on the last paycheck of the year, if entry is completed by the Dec A pay period. If entry is completed after the Dec A pay period, payment will be made in January.

**I wish to select the election(s) indicated above. If I do not select an election before the end of the calendar year I understand annual leave will be treated as though elections A & B in Part 2 were not available.**

Date (mm/dd/yyyy)	Employee Signature
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UW System Administrative Policy 1210: <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn1>  
UW-Madison HR Policy: <https://kb.wisc.edu/ohr/policies/page.php?id=53409>

**Return this form to your Payroll Office by the end of the calendar year.**