CITY AND BOROUGH OF WRANGELL
INCORPORATED MAY 30, 2008

P.O. Box 531 ph. 907-874-2381
Wrangell, AK 99929 fax 907-874-3952

Sick Leave Conversion Form

Name: _____ Date: _____

Personnel policy 306 states that for accumulated sick leave above 480 hours as of July 1st of each year, the employee shall have the following options:

1. The employee can have all sick leave hours in excess of 480 converted to vacation hours.

   Or

2. The employee can have 50% of the hours added to vacation time and the remaining 50% paid to them at their current rate of pay. If the employee elects to have 50% paid, the payment amount will be included with their July monthly check. This payment cannot exceed 200 hours.

Sick Leave hours Accrued: _____

Sick Leave hours eligible: _____

Conversion Option (please pick one): Covert excess to 100% vacation: ____
Covert excess to 50% vacation, 50% cash out: ____

<u>Annual Leave Hours earned over 520 hours and unused are lost</u>

Please turn into city hall before July 31st, or email to payroll@wrangell.com.

Signatures:

Employee: _____

Borough Manager: _____