

**Election to Transfer Sick Leave to Vacation**



Print name \_\_\_\_\_ ID# \_\_\_\_\_  
(University ID#)

Signature \_\_\_\_\_ Date \_\_\_\_\_

To activate this authorization request you must sign and date the form in the signature box above.

This notice must be in the Payroll Department by the month following calendar month for which it is to be effective. Once an election to transfer sick leave to vacation has been selected and processed through a monthly payroll cycle, the election is irrevocable. Retroactive adjustments are not allowed.

The University of Iowa requests this information for the purpose of transferring sick leave hours to vacation. No persons outside the University are routinely provided this information. Responses to all items are required. If you fail to provide the required information the University may be unable to process your request.

Employees are eligible to transfer sick leave to vacation in any given month where they do not use sick leave for a full calendar month and have accumulated a minimum of 240 hours in their sick leave account.

**Effective for the month of \_\_\_\_\_, 20\_\_\_\_.**  
**(I understand that the effective month is processed one month behind regular payroll).**

I would like my sick leave transferred to vacation:  
(12 hours of Sick Leave transfers to 4 hours of Vacation prorated  
for part time status)

- This Month Only
- Every Month Possible
- Cancel my election to transfer sick leave to vacation