

**University of New Hampshire**  
**Annual Sick Pool Conversion**

I, \_\_\_\_\_, elect to transfer \_\_\_\_\_ hours of my **Earned Time** to the **Sick Leave Pool** account effective \_\_\_\_\_ .  
I understand that conversion of Earned Time hours to Sick Pool hours is on a 1 to 3 basis.

- |                                     |               |
|-------------------------------------|---------------|
| 1. Current Earned Time              | _____ hrs.    |
| 2. Less transfer to Sick Pool       | _____ hrs.    |
| 3. Balance Earned Time              | _____ hrs.    |
| 4. Earned Time/Sick Pool Conversion | _____ x3 hrs. |
| 5. Balance Sick Leave Pool          | _____ hrs.    |

Note: Items 3 and 5 should be entered on your Time and Attendance Record.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Department \_\_\_\_\_ Campus Phone \_\_\_\_\_

\_\_\_\_\_  
Dept. Signature

\_\_\_\_\_  
Date