

San Juan School District Sick Leave Conversion Request

1. Employees with more than 50 days of sick leave accumulated may elect to exchange 5 days of sick leave for 1 day of personal or vacation leave. This election may be made 1 time per year.
2. Employee with more than 100 days of sick leave accumulated may make the same elections 2 times per year or convert 10 days of sick leave for 2 days of personal or vacation leave.

**I, _____ choose to convert _____ sick days
to _____ personal days or vacation days.**

Signature

Employee #

Date

*When form is complete, submit it to the payroll department for processing.