

**13-14 VACATION TO SICK TIME CONVERSION REQUEST FORM**

Hourly employees may convert up to 10 days of unused vacation time to sick time from their 13-14 vacation accrual. Conversion must be in whole day increments.

I request to have \_\_\_\_\_ hours of my vacation time be converted to my sick leave bank effective August 15, 2014. I understand that once converted to sick time, I cannot have this time converted back to vacation time and it is not payable should I leave employment with Cornell College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name