

# ANNUAL SICK LEAVE CONVERSION

Payroll Cash-Out Authorization Template

|                |       |                    |       |
|----------------|-------|--------------------|-------|
| Company Name:  | _____ | Date of Request:   | _____ |
| Employee Name: | _____ | Employee ID:       | _____ |
| Department:    | _____ | Pay Period Ending: | _____ |

LEAVE BALANCE & CONVERSION CALCULATIONS

| Description                                      | Hours / Units | Rate (\$) | Total Value (\$) |
|--------------------------------------------------|---------------|-----------|------------------|
| Total Unused Sick Leave Balance Available        |               |           |                  |
| Maximum Eligible Hours for Cash-Out              |               |           |                  |
| Requested Cash-Out Hours (Approved Limit)        |               |           |                  |
| Employee Hourly Base Rate                        |               |           |                  |
| Conversion Exchange Percentage (e.g., 50%, 100%) |               |           |                  |
| Gross Cash-Out Payment Amount                    |               |           |                  |

NEW SICK LEAVE BALANCE (POST-CONVERSION)

|                    |       |       |
|--------------------|-------|-------|
| Remaining Balance: | _____ | Hours |
|--------------------|-------|-------|

*Note: Unused sick leave cash-out is subject to applicable federal, state, and local tax withholdings. This transaction is processed in accordance with company policy and governing employment agreements.*

AUTHORIZATIONS & SIGNATURES

|                             |                               |                                       |
|-----------------------------|-------------------------------|---------------------------------------|
| _____<br>Employee Signature | _____<br>Supervisor Signature | _____<br>Payroll Department Signature |
| _____<br>Date               | _____<br>Date                 | _____<br>Date                         |