



June 25, 2008

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Kimberly P. Wilson
Associate Vice President, Human Resources

SUBJECT: Temporary Disability Leave Conversion Reminder

In accordance with the University's Conversion of Temporary Disability Leave (TDL) Policy (Human Resources Policy and Procedure Number 87.0 <http://www.uky.edu/HR/policies/hrpp087.html>) any regular full-time staff employee who has an accrued TDL leave balance of 69 days or more may convert TDL days into one, two, three, or four days of vacation leave (VL) at a conversion rate of three TDL days for one VL day. For a staff employee who works in a regular position with a full-time equivalent of 0.5 (50%) or greater, conversion is available if the employee has TDL accrual which is a pro rata equivalent to 69 days. If an employee converts 12 TDL days to VL and has had perfect attendance during the past fiscal year, he/she will be granted a fifth vacation day at the time of conversion. The employee must retain a balance of at least 66 days, or the prorated equivalent, of accrued TDL leave after conversion.

This memorandum is a reminder and request to inform eligible employees in your department of this option.

A Temporary Disability Leave/Vacation Leave Conversion Form must be completed by an eligible employee during the month of July and submitted to the Human Resources Employee Relations Office by August 15, 2008. The form can be found at <http://www.uky.edu/eForms/forms/templeave.pdf>. **These new vacation days will be subject to loss 6/30/2010.**

With the exception of Hospital employees, after an appropriate departmental official approves the conversion form, a copy of the form should be forwarded to the employee, the department's file and the HR Employee Relations Office, Room 213, Scovell Hall, Campus 0064. Hospital employees must send their conversion forms (plus one copy) to the Hospital Payroll Department. The Hospital Payroll Department will then forward the original to the HR Employee Relations Office. **The same due dates apply as outlined above.**

Note: The official record for leave balances will be maintained by the University's centralized resource information system.