

UNIVERSITY OF KENTUCKY

TEMPORARY DISABILITY LEAVE/VACATION LEAVE CONVERSION FORM

Employee's Name, Person I.D, Employee's Dept./Div./College, Position Title, Full-Time Equivalency (FTE)

Note: This form should be completed according to the definition of a day. See page 2.

Total number of disability leave days accrued by employee as of this date. (NOTE: This number shall be 69 or greater)

Number of temporary disability leave days employee will exchange for vacation leave days. (NOTE: Exchange rate is one for three. The number of days to be exchanged shall not exceed twelve.)

Yes [] Check one: Does this number represent perfect attendance during past year? (NOTE: Perfect attendance means no use of temporary disability leave.) If yes, eligible for 5 VL Days; if no, 4 VL days are maximum for conversion. No []

Number of vacation leave days employee will receive in this exchange. (NOTE: This Number shall not exceed 5.)

Revised total number of temporary disability leave days accrued by employee. (NOTE: This number shall not be less than 66.)M

May 1, 2009 to June 30, 2010; Period of time during which employee shall use these exchanged days. Forms must be submitted no later than Friday, May 15, 2009. Forms received after this date will not be processed.

Department Official, Date, Employee's Signature, Date

Originals to: HR Employee Relations Office, 213 Scovell Hall, Speed Sort 0064 Or fax to (859) 257-2493

(Employee Relations will forward appropriate form to HR Employee Records.)

Copies to: department and employee

DEFINITION OF A DAY

Definition of a “day” = total number of hours an employee works in one 7-day week, divided by 5 days. This pro-rates based on FTE for the position.

FTE = full-time equivalent:

1.0 = 40 hour work week for exempt staff and some non-exempt staff

1.0 = 37.5 hour work week for most non-exempt staff

Example:

	FTE	Su	M	T	W	Th	F	S	Ttl. hrs. worked	Hours in “a day”
Employee A	1.0		10	10	10	10			40	8.0
Employee B	0.5		8	8	4				20	4.0
Employee C	1.0		8	8	8	8	5.5		37.5	7.5
Employee D	0.75		6	6	6	6	6		30	6.0

CONVERSION CHART

Conversion rate is three for one. Three TDL days = 1 VL day.

Example: Converting 3 TDL days to 1 VL day

Bi-Weekly	FTE	“Day”	TDL Days Converted	Total Hours TDL	New VL Day	# VL Hours
Employee A	1.0	8.0	3	24	1	8.0
Employee B	0.5	4.0	3	12	1	4.0
Employee C	1.0	7.5	3	22.5	1	7.5
Employee D	0.75	6.0	3	18.0	1	6.0