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| Employee Name: |       |  |
| Department: |       |  |
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This form is to be completed to exercise your option at retirement to convert accrued vacation to sick leave according to the 2015-2017 Agreement between State of Iowa and State Police Officers Council as stated below:

***Article IX, Section 6.A.5***

*At the time of retirement, employees age fifty (50) or older may convert a maximum of Two Hundred (200) vacation hours to sick leave at a conversion rate of one (1) hour of vacation for one (1) hour of sick*

|  |  |
| --- | --- |
| **Number of vacation hours to be converted:** |       |

**PLEASE READ BEFORE SIGNING**

I understand that I can convert any amount of vacation leave up to 200 hours.

I understand that the conversion rate is one hour of vacation for one hour of sick leave.

I understand that this action may be taken only once at the time of retirement

**YOU MAY SUBMIT THIS FORM ONLY AT THE TIME OF RETIREMENT. THE ACTION WILL BE TAKEN AFTER RECEIPT OF THE COMPLETED FORM BY THE PERSONNEL ASSISTANT.**

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| --- | --- | --- | --- |
| **SIGN HERE IN INK** |  | **DATE** |       |

**For Personnel Assistant Use Only**

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| **Date Completed Form Received:** |  |  |  |  |  |

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| **Pay Period for Which Processed:** |  |  |  |  |  |

**The original of this form must be kept in the employee’s personnel file.**