

**Washington County  
Conversion of Vacation Leave to Sick Leave Form  
as per County Personnel Policy  
(please see the following before signing)**

Section 4A: Maximum Vacation Accrual  
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All employees who work 37.5 hours per week may accumulate up to a maximum of 225 hours of vacation leave. All employees who work 40 hours per week may accumulate up to a maximum of 240 hours of vacation leave. Qualifying vacation time earned in excess of the maximum limit may be transferred to sick leave by written authority granted by the Department Head and County Manager. (Note: Authority for conversion of vacation leave to sick leave was granted by resolution of the County Board of Commissioners on April 16, 1995.) The converted time will be used in the same manner as accrued sick leave and may apply to authorized sick leave. Any unused converted sick leave may be counted toward retirement to the same extent as regular sick leave.

I, \_\_\_\_\_, an employee of Washington County,  
hereby request to transfer \_\_\_\_\_ hours of vacation time earned in excess of the  
maximum limit to my sick leave balance this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date