

**STATE OF OHIO**  
**LEAVE CONVERSION/RESTORATION FORM**  
*(for employees paid by warrant of the Director of Budget and Management)*

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Dept: \_\_\_\_\_

Effective Date of Separation: \_\_\_\_\_ Union: \_\_\_\_\_ OT Flag Status: \_\_\_\_\_

**SICK LEAVE**

- I would like to be paid for all of my accumulated sick leave balances.
- I would like to be paid for \_\_\_\_\_ hours of my accumulated sick leave balances with the remainder being held for future payment (within 3 years from the date of my separation) or restoration upon re-employment, provided I am re-employed within ten years of the date of my separation.
- I would like to retain all of my accumulated sick leave balance for restoration upon re-employment (provided I am re-employed within 10 years from the date of separation) or for conversion (provided I convert within 3 years from the date of separation).
- I do not have the state service required for sick leave conversion:
  - Exempts, 1199, Attorney General Contracts: requires **ONE** year of service
  - OCSEA, FOP, OSTA, OEA, Auditor of State, Treasurer of State Contracts: requires **FIVE** years of service

**PERSONAL LEAVE**

- I would like to be paid for all of my accumulated personal leave balances.
- I would like to retain all of my accumulated personal leave balance for restoration upon re-employment, provided I am re-employed within thirty days of the date of my separation. I understand that if I have more personal leave credit than allowable under my new position, I will receive payment for the excess leave in accordance with the rules for personal leave associated with the new position. I understand that if I am not re-employed within 30 days, my entire personal leave balance will be paid out.

**VACATION LEAVE**

- I would like to be paid for all of my accumulated vacation leave balances.
- I would like to retain all of my accumulated vacation leave balance for restoration upon re-employment provided I am re-employed within thirty days of the date of my separation. I understand that if I have more vacation leave credit than allowable under my new positions, I will receive payment for the excess leave at a rate equal to my base rate of pay for the position authorizing the greater annual accrual maximum. I understand that if I am not re-employed within 30 days, my entire vacation leave balance will be paid out.
- I do not meet the requirements for vacation leave conversion:
  - Exempts; requires completion of probationary period
  - FOP, OSTA 1, OSTA 15, OEA CONTRACTS; require **ONE** year of state service
  - OCSEA, 1199 CONTRACTS; requires **SIX MONTHS** of state service.

**COMPENSATORY TIME**

- I understand that if I am overtime-eligible, I will be paid for the \_\_\_\_\_ hours of compensatory time that I have accrued and will have a PERS deductions taken from this pay out. Overtime-exempt employees are not eligible to be paid for the hours of compensatory time they have accrued.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Designee

\_\_\_\_\_  
Date

Employees: Please return to your agency HR Administrator.  
HR Admin: Please fax a copy of your completed form to DAS/HRD Payroll Support at (614) 466-1565 no later than 5:00 pm on the off-cycle Wednesday following an employee's separation.