

**One-Time and Irrevocable Authorization to Transfer All  
Program I (Pre-2006) Sick and Converted Sick Leave Hours  
to Program II (Pre-2014) Sick and Converted Sick**

As of January 1, 2011, an employee who is participating in the Unused Sick Leave Retirement Program I under Section 67-19-14.2 (Utah Code Annotated 1953), may make a **one-time and irrevocable** election to transfer all unused sick leave hours which shall include all converted sick leave hours under Section 67-19.14.1 (Utah Code Annotated 1953), for use under the Unused Sick Leave Retirement Program II.

I \_\_\_\_\_, elect to transfer all of my unused Program I (**Pre-2006 Sick**) and (**Pre-2006**) **Converted Sick** hours into Program II (**Pre-2014**) **Sick** and **Converted Sick** to be effective in the pay period beginning:\_\_\_\_\_

The unused balance of my Program I (**Pre-2006**) **Sick** leave hours, to be irrevocably moved to my Program II **Pre-2014 Sick** leave is:\_\_\_\_\_

The unused balance of my Program I (**Pre-2006**) **Converted Sick** leave hours, to be irrevocably moved to my Program II **Converted Sick** leave is:\_\_\_\_\_

**I have reviewed the Division of Finance Policy FIACCT: 11-21.00 ‘Use of Program I (Pre-2006) Sick and Converted Sick, and Program II (Pre-2014) Sick and Converted Sick Leave Balances’. Furthermore, I understand that this is a one-time and irrevocable election to transfer all unused Program I (Pre-2006) Sick leave hours which shall include all unused (Pre-2006) Converted Sick leave hours into Program II (Pre-2014) Sick and Converted Sick hours.**

Employee Signature:\_\_\_\_\_ EIN:\_\_\_\_\_ Date:\_\_\_\_\_

HR/Payroll Representative Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Department HR/Payroll Staff shall:

- Move the leave in accordance with Finance Policy FIACCT: 11-21.00
  - ◆ Verify the amounts listed above reflect the employees available balance for **(82) Pre-2006 Sick** and **(83) Pre-2006 Converted Sick** leave
  - ◆ Enter quota corrections to reduce **(82) Pre-2006 Sick** and increase **(72) Pre-2014 Sick**
  - ◆ Enter quota corrections to reduce **(83) Pre-2006 Converted Sick** and increase **(93) Converted Sick**
  - ◆ Use the same start date for the quota corrections
- Give a copy to the employee
- Submit a copy to the Pam Borman in the Division of Finance/State Payroll (Fax: 801-538-3244). *The employee will be added to the ONE\_TIME user group and will display on the One\_Time Irrevocable Pre-2006 Transfers Report.*
- Place this original document in the employee’s permanent personnel file