

Request to Rollover Excess Annual Leave to Sick

(Executive Service, A&P, USPS, and Faculty)

Submission Deadline is December 5, 2025

Employees with excess annual leave as of the pay period ending 12/18/2025 will automatically retain up to 80 hours above their pay plan of excess annual leave. This form must only be completed by employees who do NOT wish to automatically retain the 80 hours of annual leave and wish to roll it into sick leave.

EMPLOYEE INFORMATION

Employee Name: _____ Employee ID: _____ Rec #: _____

Employee Email: _____ Department: _____

Department Rep Name: _____ Department Rep Email: _____

Supervisor Name: _____ Supervisor Email: _____

1. Would you like ALL excess annual leave to be converted to sick leave? ☐ Yes ☐ No

2. If you request to retain less than 80 hours of excess, how many hours of excess annual would you like to retain?

☐ I would like to Retain _____ Hours (must be less than 80)

I understand that all unused excess leave as of the last full pay period of the calendar year will be converted to sick leave. I understand this request for not retaining excess annual leave of 80 hours must be received in Human Resources by December 5, 2025, to be eligible for review and processing. Forward to HR-Attendanceleave@fsu.edu for final review and processing.

Employee Signature:

Date:

Supervisor Signature:

Date: