

**Request to Rollover Excess Annual Leave to Sick**

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

**Submission Deadline is December 6, 2024**

Employees with excess annual leave as of the pay period ending 12/19/2024 will automatically retain up to 80 hours above their pay plan of excess annual leave. This form only needs to be completed by employees requesting to have their excess roll into their sick leave.

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Rec #: \_\_\_\_\_

Employee Email/Phone: \_\_\_\_\_ 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 6, 2024, to be eligible for review and processing. Forward to [HR-Attendanceleave@fsu.edu](mailto:HR-Attendanceleave@fsu.edu) for final review and processing.

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

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Supervisor Signature:

\_\_\_\_\_  
 Date: