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REQUEST TO ROLL OVER EXCESS ANNUAL LEAVE HOURS TO SICK
(Executive Service, A&P, USPS, and Faculty)
Submission Deadline is December 13, 2021

Employees with excess annual leave as of pay period ending 12/23/2021 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.**

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|---|--|-------------|---------------------|
| Employee Name (Print) | Employee ID | Rec. | Department # |
| Employee Email | Employee Phone | | |
| Department Representative Name (Print) | Department Representative Email | | |
| Supervisor Name (Print) | Supervisor Email | | |

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

2. If you are requesting 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 annual leave as of the last full pay period (12/23/2021) of this calendar year will be converted into sick leave. I understand this request for not retaining excess annual leave of 80 hours must be received in Human Resources no later than December 13, 2021, in order to be eligible for review and processing. **After supervisor approval, forward to Sue Andres at sandres@fsu.edu for final review and processing. Please keep a copy of this completed form for your records.**

| | |
|-----------------------------|-------------|
| Employee Signature | Date |
| Supervisor Signature | Date |

Leave balances are not updated until the following pay period and will be available for review in OMNI on January 11, 2022