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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 14, 2020

Employees with excess annual leave as of pay period ending 12/24/2020 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 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 (12/24/20) 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 14, 2020 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 12, 2021