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**REQUEST TO ROLLOVER EXCESS ANNUAL LEAVE HOURS TO SICK**  
**(Executive Service, A&P, USPS, and Faculty)**  
**Submission Deadline is December 08, 2023**

Employees with excess annual leave as of the pay period ending 12/21/2023 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.**

<b>Employee Name (Print)</b>	<b>Employee ID</b>	<b>Rec.</b>	<b>Department #</b>
<b>Employee Email</b>	<b>Employee Phone</b>		
<b>Department Representative Name (Print)</b>	<b>Department Representative Email</b>		
<b>Supervisor Name (Print)</b>	<b>Supervisor Email</b>		

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 annual leave as of this calendar year's last full pay period (12/21/2023) 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 by December 08, 2023, to be eligible for review and processing. **After supervisor approval, forward to HR-AttendanceLeave@fsu.edu for final review and processing. Please keep a copy of this completed form for your records.**

<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>

*Leave balances are not updated until the following pay period and will be available for review in OMNI on January 12, 2024*