

## **Converting Unused Sick Time to Vacation Credit**

Did you know that full and part-time employees can convert unused sick time to vacation? Once you've accumulated at least 240 hours of sick time, employees can convert their time to vacation for any month where no sick time has been used. 12 hours of sick time off converts to 4 hours of vacation credit for full-time employees. For part-time employees, the conversion is pro-rated. Sick-time conversion maxes out at 12 days or 96 hours of vacation credit. Again, this is pro-rated for part-time employees.

Sick time conversion may occur:

- With department approval
- Only if no sick leave was used for that month
- If your total sick leave balance is above 240 hours
- Until the maximum balance of 96 hours is reached

When you become eligible, you can begin or end your sick time conversion using Workday.

Employee's vacation credit may be paid out when you leave Iowa State as well.

### **Resources:**

- <https://www.policy.iastate.edu/policy/leave/sick#conversion>
- [https://hr.iastate.edu/files/documents/2023%20ISU%20Plan%20for%20New%20Hire\\_0.pdf](https://hr.iastate.edu/files/documents/2023%20ISU%20Plan%20for%20New%20Hire_0.pdf)