



Request for Sick Leave Conversion upon Retirement

For all Faculty, Classified & Unclassified Employees

Name (please print): _____

Kent State ID Number: _____ Retirement Date: _____

Department: _____ Campus: _____

Mailing Address: _____

Phone Number: _____

[Administrative Policy \(6-11.1\[F\]\)](#) regarding sick leave conversion allows a one-time payment of one-fourth (1/4) of a retiring employee's unused sick leave, to a maximum of 240 hours (30 days), to be converted to a lump sum payment. The following conditions must be satisfied:

- The employee must be retiring from active service with the University and have a total of ten (10) or more years of service with the state of Ohio or any of its political subdivisions.
- The employee must be retiring under age and service benefit provisions per OPERS and/or STRS. ARP members must be at least age 65 for retirement.
- The employee has never received payment for sick leave as a result of a prior state service retirement. Such payment will be made only once to an employee.
- The employee must request that this payment be made.

Payment will be based on the employee's rate of pay as of the last day of University employment. Payment will not be processed until all leave forms are submitted and a final sick leave balance is determined by the Human Resources and/or Academic Personnel office. Once payment is made, all remaining sick leave will be eliminated.

I request the sick leave conversion be made:

Signature

Date

Please email this completed form to:

hr-records@kent.edu for Retiring Classified and Unclassified Employees, or to
ACADEMIC_PERSONNEL@kent.edu for retiring Faculty Members