1TO2
Revised: 07/2022
Division of Finance

Submit completed forms to
payroll@utah.gov

For questions, call **(801) 957-7770**

Note: *Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.*

One-Time and Irrevocable Authorization to Transfer All Program I (Pre-2006) Sick and Converted Sick Leave Hours to Program II

As of January 1, 2011, an employee who is participating in the Unused Sick Leave Retirement Program I under UCA Sections 63A-17-507 may make a one-time and irrevocable election to transfer all unused sick leave hours which shall include all converted sick leave hours under UCA Section 63A-17-508, for use under the Unused Sick Leave Retirement Program II.

I, _____ elect to transfer all of my unused Program I sick and converted sick hours into Program II to be effective in the pay period beginning:

Unused balance of Pre-2006 **Sick** leave hours (to be moved to Program II Sick):

Unused balance of Per-2006 Converted Sick leave hours
(to be moved to Program II Converted Sick):

I have reviewed the Division of Finance Policy FIACCT: 11-21.00 'Use of Pre-2006 Sick and Converted Sick Leave Balances' and understand that this is a one-time and irrevocable election to transfer all unused Program I sick leave hours, which shall include all unused converted sick hours into Program II hours.

Employee Signature: _____   EIN: _____   Date: _____

HR/Payroll Representative Signature: _____   Date: _____

HR Rep Name: _____   Title: _____

Department HR/Payroll Staff shall:

☐ Move the leave in accordance with Finance Policy FIACCT: 11-21.00

☐ Give a copy to the employee

☐ Submit a copy to the Pam Borman in the Division of Finance/State Payroll FAX: (385) 465-6012

☐ Place this original document in the employee's permanent personnel file