



Request for Sick Leave Conversion upon Retirement

For all Faculty and Staff

Name: _____

Kent State ID Number: _____ Retirement Date: _____

Department: _____ Campus: _____

Mailing Address: _____

Phone Number: _____

University Policy 3342-6-11.1 regarding sick leave 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 or any of its political subdivisions.
- The employee must be retiring under age and service benefit provisions per OPERS and/or STRS.
- ARP members may retire at any age with 30 years of service or more, age 55 with at least 25 years of service, or age 60 with at least 5 years of service.
- 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 upon the employee's rate of pay as of the last day of University employment. Payment will not be processed until all leave forms have been submitted and a final sick leave balance has been determined by the Human Resources department. Once payment has been made, all remaining sick leave will be eliminated.

I request the conversion be made:

Signature

Date

Please email this completed form to:
hr-records@kent.edu for retiring Staff or to
ACADEMIC_PERSONNEL@kent.edu for retiring Faculty Members