



BONUS VACATION REQUEST

An employee who has a 42 day accumulation of sick leave may be allowed to trade two sick leave days to receive one day of bonus vacation as long as his or her sick leave balance does not drop below 40 days. In no case would the number of bonus vacation days allowed under this provision exceed five per calendar year (the employee is allowed to convert a maximum of 10 sick leave days from January 1-December 31). Bonus vacation must be used by the end of the calendar year or it will be forfeited. The formal policy is found here: <http://hr.richmond.edu/benefits/leave/vacation/bonus.html>

UR ID:	Last Name:	First Name:
Department:	Telephone:	Email:

The conversion factor to exchange sick leave hours for vacation hours is 2 to 1. For example:

Quick Reference for Non-exempt Conversion

	SICK	BVAC		SICK	BVAC
10 days	77.5 hours	38.75 hours	10 days	80 hours	40 hours
8 days	62 hours	31 hours	8 days	64 hours	32 hours
6 days	46.5 hours	23.25 hours	6 days	48 hours	24 hours
4 days	31 hours	15.5 hours	4 days	32 hours	16 hours
2 days	15.5 hours	7.75 hours	2 days	16 hours	8 hours

I elect to convert the following sick days:

Number of sick days	Converted number of bonus vacation days	Calendar Year
_____	_____	

I understand I must use my bonus vacation by the end of the current calendar year or it will be forfeited.

Employee Signature	Date
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Verification of Eligibility (URHR Use Only)

Current Sick Leave Balance	HR Rep Signature	Date
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**Please complete this form and return it to HR via campus mail; fax (804) 287-1282;
or scan and email to URHR@richmond.edu.
Once the form has been received, an HR Representative will contact you with next steps.**