

Conversion Plan Template

Pursuant to Section 145.01 of the Ohio Revised Code and Ohio Administrative Code 145-1-26, (entity name) is executing a plan for the conversion of (*choose all that apply*: sick leave, personal leave, vacation leave) to cash for leave that is accrued, but not used, during the calendar year, as defined as January 1 to December 31, as part of an annual conversion plan. These earnings are earnable salary on which employee and employer contributions shall be remitted to OPERS.

Leave shall be converted on a last in, first out (LIFO) basis. The leave to be considered earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. For retiring employees, conversion payment must occur according to the plan and either prior to or during the month of their termination date for this earnable salary to be included in the calculation of Final Average Salary.

The following payments made to employees shall not have retirement contributions withheld as the payments do not meet the definition of earnable salary for OPERS purposes:

- leave in excess of the annual amount of leave accrued January 1 to December 31 less leave used January 1 to time of payment
- leave earned in previous calendar years (*other than payments made in January for leave accrued but not used during the previous calendar year*)
- conversion of leave to employees separating employment
- conversion of leave to retiring employees outside the regular payment schedule

Employees receive conversion payments in (indicate frequency and timing of payments) of each year for converted leave. The maximum amount of leave employees earn in a year is:

- Sick leave (hours)
- Vacation leave (hours)
- Personal leave (hours)

Leave Accrual:

- Sick leave is accrued (*per pay period, lump sum on anniversary hire date, lump sum January 1*)
- Vacation leave is accrued (*per pay period, lump sum on anniversary hire date, lump sum January 1*)
- Personal leave is accrued (*per pay period, lump sum on anniversary hire date, lump sum January 1*)

This plan must be submitted to OPERS for approval by March 31 of each year, or prior to any conversion plan payments being made to employees.

Executed by

Name _____
Title _____
Date _____