

OPERS Conversion Plan Request Template

Conversion for Calendar Year: _____

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 below: **Vacation leave, Sick leave, and Personal 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 salaries on which employee and employer contributions shall be remitted to OPERS.

Type of Plan: ____ sick leave
____ vacation leave
____ personal leave

Employer Code:

Entity Name:

Unit:

Contact:

How leave time is Accrued

Please provide the number of hours accrued for each type of leave in your plan. Leave Accrual examples are below. Please provide documentation such as *Employee Handbook, Ordinance, Contracts, Policies*, etc. that include how your employees accrue leave.:

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

Leave Plan Maximums

Provide the maximum number of hours allowed for conversion for each leave type included in your plan.

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

Conversion Plan Payment

Provide the permitted date or frequency of the conversion payment(s).

- *Example: Quarterly, Annually, December, and/or January for prior calendar year.*

Policy of LIFO process

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 more than 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

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.

Submitted by:

Name _____

Title _____

Date _____