Employer Code: _____   **Pay Period End Date:** _____

OPERS CONVERSION PAYMENTS

Employee Name	Social Security # (last 4 digits only)	Bargaining Unit/ Department	Leave type (sick, vacation, personal)	Number of Hours			
				(A) Maximum allowable to convert per plan	**(B)** Accrued in current calendar year to date	**(C)** Used and/or previously converted in current calendar year to date	**(D)** Converted in the pay period reported to OPERS

PLEASE FAX COMPLETED FORM TO 614-857-1138 OR EMAIL TO EMPLOYEROUTREACH@OPERS.ORG

* ***If entity has several conversion plans on file with OPERS for individual departments, please include the department for each member.***

(A) Maximum allowable to convert per plan = The maximum allowable number of hours an employee may convert according to the plan on file with OPERS

(B) Accrued in the current calendar year to date = The number of hours the employee has accrued in the current calendar year as of the pay period end date of the conversion payment.

If accrued starting on an anniversary date prior to the current year, conversion must always be current year accrual less used, therefore, accrual starts at 0 on Jan1st.

(C) Used and/or previously converted in the current calendar year = This is the number of hours the member has used and/or previously converted in the current calendar year.

(D) Converted in the pay period = The number of hours the member converted on the report submitted to OPERS. Additionally, the hours *converted in this pay period* should not be more than the *hours accrued in current calendar year to date* less the *hours used and/or previously converted in current calendar year to date*.

CONVDOC - Revised 10/2011

OPERS CONVERSION PAYMENTS - SAMPLE

Employee Name	Social Security # (last 4 digits only)	Bargaining Unit/ Department	Leave type (sick, vacation, personal)	Number of Hours			
				(A) Maximum allowable to convert per plan	(B) Accrued to date in current calendar year	(C) Used and/or converted in current calendar year	(D) Converted in the pay period reported to OPERS
Full amount avail. (1)	9999	A	Vacation	120	100	0	100
Partial amount avail. (2)	8888	B	Sick	104	88	48	40
None avail. (3)	7777	C	Vacation	260	220	480	0

(1) Employee has taken no leave during the current calendar, plan specifies 120 hours can be converted, 100 hours accrued to date of payment, employee can convert 100 hours

(2) Employee has taken 48 hours leave during the current calendar, plan specifies 104 hours can be converted, 88 hours accrued to date of payment, employee can convert 40 hours

(3) Employee has taken 480 hours extended leave during the current calendar, plan specifies 260 hours can be converted, 220 hours accrued to date of payment, employee is not eligible.

Please contact Employer Outreach at (888) 400-0965 and select option 3 from the menu to be directed to a member of the Compliance team if you have any questions regarding the use of this form.

CONVDOC - Revised 10/2011