

a

AM-205-12-1

m

Sick Leave Conversion

RESPONSIBILITY

ACTION

Central Payroll Division

1. At the end of each sick leave year, forward Sick Leave Conversion Roster to each agency.

Agency Payroll Clerk

2. Complete the roster according to the instructions printed on it.

3. Submit the original of the Roster to Central Payroll Division before December 5. Rosters received after December 5 will not be processed for payment until after Christmas.

4. Retain copy of the Sick Leave Conversion Roster for files.

Central Payroll Division

5. Process roster and issue checks to agency no later than December 24.