



**ADMINISTRATION**  
150 E. Second St.  
Chillicothe, OH 45601  
Phone: 740.779.9652 Fax: 740.779.0744

**VACATION LEAVE CONVERSION FORM**

Full-time employees of the Ross County Health District may submit a request to convert some of their accrued, unused vacation leave time to pay. To be eligible, an employee must have a minimum of two years of service time with the Ross County Health District. Eligible employees may elect up to 50% of their annual accrual and must maintain a balance of at least 80 hours. All requests must be submitted to Human Resources by November 30th for review.

Requests for conversion will be approved at the discretion and approval of the Health Commissioner.

Name:

Hire Date:

Current Available Vacation Balance:

Number of Hours Request to be converted to pay:

---

**Employee Signature/Date**

**OFFICE USE ONLY**

Date Received:

Verification of available vacation hours:

Verification of availability of funds to process:

Verification of Grant guidelines:

Fund or Funds being used:

Verified by:

---

**Health Commissioner Approval/Signature/Date**