

FEA Leave Transfer Guidelines

Comp Time *Article 523*

After April 15th, you can convert comp time to personal leave in half-day increments

Personal Leave *Article 303*

You can only have 15 days of personal leave. You get 5 days at the start of next year. If this puts you over 15 days, any additional days will be lost. If you have more than 10 days (70 hours), do one of the following **by May 1st**:

Cash-In Personal Leave *Article 523*

DEADLINE: May 1st

Personal Leave may be cashed in at per diem rate of \$350. Cash-in must be in half-day increments.

Contribute Personal Leave to 403(b) *Article 112*

DEADLINE: May 1st

Members may contribution personal leave to their 403(b). The contribution will be the cash-in value and may be in half-day increments.

Resources:

- [Request to Convert Compensatory Time Form](#)
- [FEA Tier III Sick Leave Cash-in to 403\(b\) Form](#)
- [Presentation on 403\(b\) Accounts and FY24 Leave Cash-in Reminders](#)
- [Instructions on FY24 one-time salary reduction agreement](#)

Contribute Sick Leave to 403(b) (Tier III only) *Article 112*

DEADLINE: May 1st

Can contribute up to 3 sick leave days at per diem rate, up to \$350.

1. 100 hours of S/L can contribute 1 day (7 hours)
2. 200 hours of S/L can contribute 2 days (14 hours)
3. 300 hours of S/L can contribute 3 days (21 hours)