



**State of Oklahoma  
Office of Management and  
Enterprise Services**

**Employee Biweekly Payroll  
Conversion Bank Election Form**

House Bill 1111 of the 1<sup>st</sup> Session of the 52<sup>nd</sup> Legislature authorizes the creation of employee payroll conversion banks for the purpose of funding the gap in payroll when transitioning to a biweekly payroll system.

Employees have the option to “bank” up to 80 hours of leave in order to ease the financial impact of this transition. The banked leave may be any combination of annual, compensatory leave, or sick leave with a maximum of 40 hours of sick leave. The total cannot exceed 80 hours.

Please complete this form with your selections and return to the Human Resources Department no later than October 1, 2012.

**Section I: Employee Conversion Hours Election**

I elect NOT to be paid any earned annual or sick leave and/or compensatory time for the payroll conversion gap. (Please go directly to signature section)

I elect to be paid the following earned annual or sick leave and/or compensatory time for the payroll conversion gap:

<u>Hours</u>	<u>Source</u>
_____	Earned Compensatory Time
_____	Earned Annual Leave
_____	Earned Sick Leave (authorized up to forty (40) hours maximum)
_____	Total Hours Elected (not to exceed 80 hours)

**Section II: Employee Hours Balance Fulfillment Election**

At the time of conversion to a biweekly payroll system, if I do not have the above designated amounts, I authorize the agency to use the following order to fulfill the balance of Total Hours Elected:

_____	Earned Compensatory Time
_____	Earned Annual Leave
_____	Earned Sick Leave

At the time of conversion to a biweekly payroll system, if I do not have the amounts designated in Section I, I understand that I will only be paid for hours available within each leave category, in the order specified in Section II. I further understand that the agency will not fulfill the balance of the Total Hours Elected in Section I.

**Section III: Employee Signature**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date