EARNED TIME CONVERSION

Date of Conversion ____________________________ Years of Employment _______________

1. Current number of vacation hours at conversion 1 ____________ Hrs

2. Current number of sick leave hours at conversion 2 ____________ Hrs

3. Convert sick leave to Earned Time:
   A. Divide the number on Line 2 by the number of scheduled work hours per
data day (7.5, 8, etc) Enter here ____________ Days
   B. Use chart below and record sick leave conversion ratio ________/1
   C. Calculate number of Earned Time hours (example: if ratio is .65/1,
calculate 65% of the number on Line 2. (Line 2 x .65 = Earned Time Hrs)
      Record the number on Line 3.
      3 ____________ Hrs

4. ADD Lines 1 & 3. This is your new number of Earned Time hours 4 ____________ Hrs

4a. Enter number of hours you wish to retain as Earned Time 4a. ____________ Hrs

Note: All hours in excess of 450 (for a 7.5 hour workday) and 480 (for an 8.0
hour workday) automatically convert to sick pool hours.

4b. Subtract Line 4a from Line 4. Enter the difference on Line 4b. Multiply
   the figure on Line 4b by 3. Enter the result on Line 5
   4b. ____________ Hrs
      x3
      5 ____________ Hrs
      (number of sick pool hours)

Summary: Line 4a is you new Total Earned Time hours. Line 5 is your Total
Sick Leave Pool hours.

Name  (Print) ____________________________
Signature ____________________________  Date: __________________
Department ____________________________  USNH ID# ____________

Supervisor's Signature______________________ Date ___________

<table>
<thead>
<tr>
<th>Accumulated Sick Leave</th>
<th>Years of Full-time Service &amp; Ratios</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-6</td>
</tr>
<tr>
<td>0 - 50 days</td>
<td>1/1</td>
</tr>
<tr>
<td>51 - 99 days</td>
<td>1/1</td>
</tr>
<tr>
<td>100 + days</td>
<td>--</td>
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</tbody>
</table>

Please attach a copy of your Time & Attendance Record at time of conversion and mail this form to:
Human Resources, 2 Leavitt Lane. Retain a copy for your records.

10/15/2009