




MEMORANDUM

DATE: JANUARY 10, 2023
To: PHDC EMPLOYEES
FROM: DONNA TRENT
SUBJECT: SICK LEAVE CONVERSION



As an employee of the Philadelphia Housing Development Corporation (PHDC) you may elect to convert earned, unused sick leave to vacation leave. This conversion option may only be exercised between January 1st and March 31st of each year and must be requested in writing. In order to convert this time, the following conditions apply:

1. Conversion must be made at a rate of two (2) sick days to one (1) vacation day up to a maximum of twenty (20) sick days for ten (10) vacation days.
2. After exercising this option, you must have no less than eighty (80) accumulated sick days.
3. Conversion must be in full, not partial, vacation days.
4. Written request for leave conversion must be submitted to the Human Resource Department no later than March 31, 2023.

If you are not interested in this conversion option, no action is required.

Please contact Dawn Maldonado if you have questions.