**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**CHANGING FROM C-BASIS TO A-BASIS OR VICE VERSA**

[date]

[name and address]

Dear [name]:

This letter is being sent to advise you that effective [effective date] your [percentage]% time appointment as [title] in the [name of Department/Center] in the operational area of [operational area], is being changed from an academic-year (nine-month) appointment to an annual pay-basis (twelve-month) appointment. This means that your current academic-year salary of $[c-basis salary] ($[biweekly rate]/biweekly) is being converted to the annual-based salary of $[a-basis salary] ($[biweekly rate]/biweekly).

This change in your pay basis [will not affect your overall duties and responsibilities] **OR** [will affect your duties and responsibilities as follows: [duties].]

*(Required if changing from c-basis to a-basis)*

As a full-time annual pay-basis employee you will continue to earn sick leave. However, you will earn sick leave at the rate of 3.68 hours biweekly (rather than 48 hours per semester) for a total accumulation of 96 hours/fiscal year (July 1 through June 30). You will also receive 36 hours of personal holiday each fiscal year. These hours are available for immediate use but must be used by June 30 of each year or they will be lost. In addition to personal holiday hours, you will earn 176 hours of vacation each fiscal year (6.7 hours biweekly). Vacation for the fiscal year may be used before it is earned and unused vacation may be carried from one fiscal year into the next – both with [my approval] **OR** [[supervisor name]’s approval]. Appointments less than full-time are granted leave amounts based on their percentage of appointment.

*(Required if changing from a-basis to c-basis)*

As a full-time academic pay basis employee, you will earn sick leave at the rate of 4.92 hours biweekly. All vacation, personal holidays or banked leave earnings will be paid to you at our earliest convenience. Appointments less than full-time are granted leave amounts based on their percentage of appointment.

If you have any questions about the transfer of your appointment, please feel free to contact me immediately.

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]