

## **GENESEE COUNTY VACATION CASH-IN**

The option to cash-in accumulated vacation time in excess of 80 hours is now available to:

**Members of Local 496 Chapters 00 & 01 & 02 & 03, Local 916 Chapters 1,2,3,4,6,8,9 &10, POAM, Teamsters 214, PCOA, Judicial Secretaries and Non-Union employees.**

Read the Vacation Cash-In provisions and procedures provided below, and then complete the attached Vacation Cash-In Form.

### **CASH-IN PROVISIONS**

- Employees may cash-in up to two hundred (200) accumulated vacation hours, provided the remaining accumulated vacation hours do not fall below eighty (80).
- Requests for Vacation Cash-In are due no later than September 14<sup>th</sup>.
- Payment will be made no later than November 17<sup>th</sup>.
- Payment shall be made at the rate of sixty percent (60%) **or** fifty-five percent (55%) of the total amount based on contract language.
- Payment shall be by separate check and shall be considered regular wages for tax purposes only.
- Payment shall not be subject to retirement contributions and shall not count as final average compensation.

### **PROCEDURE**

- **Return Vacation Cash-In Form to Human Resources no later than 5:00 p.m. on September 14<sup>th</sup>.**
- The Human Resources Department will verify accumulated vacation hours to determine eligibility under the above provisions.
- The Human Resources Department will notify you as to whether or not you meet the provisions for Vacation Cash-In no later than October 12<sup>th</sup>.

**GENESEE COUNTY  
VACATION CASH-IN FORM**

In accordance with the provisions on the reverse side of this form I, (print name) \_\_\_\_\_, a member of \_\_\_\_\_ union, authorize Payroll to convert \_\_\_\_\_ (hours) of my accumulated vacation to cash. I understand that the payment will be made at the rate of either 55% or 60%, depending on my contract language, of the total amount and is considered regular wages for tax purposes only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department