

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, Local 916 Chapters 1,2,3,4,6,8,9 &10, POAM, Teamsters 214, PCOA, 517M, 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).
- No adjustments to the requested Vacation Cash-In amount will be accepted after September 17th.
- Payment will be made no later than November 15th.
- Payment shall be made at the rate of **sixty percent (60%)** of the total amount.
- 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 17th.
- 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 15th.

**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 60% of the total amount and is

considered regular wages for tax purposes only.

Signature

Date