

SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL

VACATION CASH OUT, PERSONAL LEAVE AND LONGEVITY

SECTION 4.20

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The purpose of this policy is to permit vacation cash outs for Full-time employees who accrue vacation time per Sandusky County Personnel Policy and Procedure Manual Section 4.01 and provide personal leave and longevity payments for employees based on their continuous service with the county. This policy shall be effective January 1, 2024.

- A. An employee may be permitted, in special and meritorious cases, to carry over accumulated vacation leave to the next anniversary year with approval of the SCAA. The employee shall submit a "Request to Carry Over Unused Vacation Form" to the SCAA prior to the employees' anniversary date. No vacation leave shall be carried over for more than three (3) years. Any vacation time carried over in excess of three (3) years shall be automatically forfeited.
- B. Full-time employees who accrue vacation time per Sandusky County Personnel Policy and Procedure Manual Section 4.01 will be permitted to cash out vacation time every year under the following terms.
- 1) The employee must carry a minimum balance of 250 hours of sick time.
  - 2) Employees will not be permitted to request a cash out that will reduce their vacation balance to less than eighty (80) hours. (Seventy-five (75) hours for those working seventy-five hours per pay period)
  - 3) Employees who have completed one (1) through eleven (11) years of service may cash out up to eight (8) days (64 hours maximum) of accrued vacation time per year. Employees who have completed over twelve (12) years of service may cash out up to sixteen (16) days (128 hours maximum) of accrued vacation time per year.
  - 4) Employees are required to submit a cash out request in writing on the appropriate request form, and receive approval from their Department Head or Supervisor, no later than September 30<sup>th</sup> of each year. Requests may only be for hours accrued up to September 30<sup>th</sup>. Hours requested will be paid out the first pay period of January of the next budget year.
- C. After successfully completing two (2) years of continuous service with the County, all full-time employees shall receive one (1) personal day per quarter beginning the first quarter after completing the two years of service and will receive one personal day each quarter after. (Personal days will be available each January 1st, April 1st, July 1<sup>st</sup> and September 1st.

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- 1) One day may be utilized per calendar quarter effective January 1st, April 1st, July 1st, and September 1st and days cannot be accumulated or carried over. The employee shall receive their regular rate of pay for each personal day used. Any days not used prior to January 1st each year shall be forfeited.
- 2) Personal days must be taken in eight (8) hour increments (7.5 for those scheduled 7.5 hour work days) or as otherwise approved and shall be scheduled by the employee in the calendar year said personal days are earned. Personal days will not be paid upon separation of employment, nor may they be used after an employee has given notice of resignation as part of the employee's resignation notice period.
- 3) Employees must submit the request for use of personal days through the current payroll / time and attendance system used for other time off requests in advance of the requested day off in so far as practical, every effort will be made to allow employees to use their personal days at a time most preferred by the employee. However, scheduling of personal days shall be subject to the advance approval of the Employer or designee and shall be based on the Employers need for the employee's services. Requests by Employees for emergency use of a personal day will be considered by the Employer on a case-by-case scenario.

D. Employees that have completed Twenty-five (25) or more years of continuous service with the County shall receive an annual longevity payment of \$100.00 for each year of continuous employment. The maximum longevity payment to be paid hereunder shall be three thousand dollars (\$3,000.00). To be eligible for such longevity payment, an employee must be employed with the County on December 1st each year. Longevity payments will be made in the following manner.

- 1) Eligible employees shall have longevity compensation payment made by a separate check issued on the first pay day following December 1st of each year.
- 2) Employees who retire from the County under a Public Retirement System will, at the time of separation from the County, receive a prorated longevity compensation payment for the current year and additional time over their completed year at a daily rate based on longevity payment.
- 3) Employees that have retired and are re-hired will only have years of service from the date of re-hire used to calculate any longevity compensation payments for continuous service.