

# Vacation Plus Program

## About the Program

The **Vacation Plus Program** allows non-Bargaining Unit (NBU) employees the opportunity to sell back surplus vacation time during one designated period per year. The goals of this program are to promote efficiency and increase morale by providing a mechanism by which eligible employees may sell earned vacation hours back to the Health Department that will not be used for other purposes. The eligibility guidelines and availability of this program are subject to TLCHD's annual financial projections and recommendations by the Audit Finance Committee, and will be assessed annually.

## Program Provisions and Requirements

Employees must submit requests to sell back vacation hours between December 1<sup>st</sup> and 10<sup>th</sup> each year. During this period NBU employees that meet the following criteria may opt to sell back a portion of accrued vacation leave to the County, and receive payment in eight hour increments from eight (8) to eighty (80) hours depending on OPERS years of service.

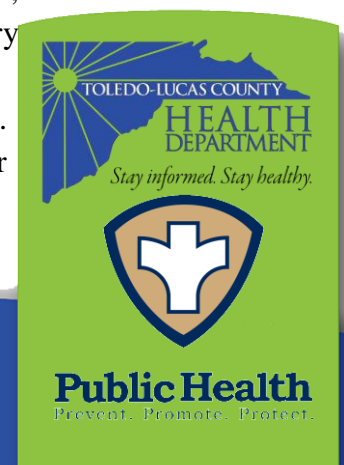
### Eligibility Criteria:

- Must have at least 6 years of total service credit in OPERS.
- Must have been employed by TLCHD for a minimum of 2 years.
- Must have used at least 80 hours of vacation (regular or FMLA) in the past 12 months.
- Must have a minimum of 80 hours vacation time remaining **after** the time is sold back.
- Employee maintains regular status, either part or full-time.

The Human Resources Department will verify employee's eligibility. If the employee wishes to participate in the program, they must complete a *Vacation Plus Request Form*.

### Program Requirements & Conditions

- Hours must be sold back in increments of 8 hours up to a maximum of 80 according to the *Years of Service* chart on the next page.
- All requests must be received by Human Resources by the established deadline. No requests outside of the submission window will be accepted without documentation of extenuating circumstances and approval of the Health Commissioner.
- Disbursement of funds will be scheduled within the first 6 months of the year; the disbursement schedule may be subject to change as necessary for budgetary reasons.
- TLCHD reserves the right to suspend or terminate this program at any time. Affected staff will be notified in the event the program is to be suspended or discontinued.



# Vacation Plus Program

## Years of Service Vacation Sell Back Eligibility

Years of Service	6-10 years	11-15 years	16-20 years	21-25 years	25+ years
Maximum Hours	32	40	56	72	80

Per the *Vacation Leave Accrual and Usage Policy*:

Upon separation from the Board, an employee is entitled to compensation for any earned, accrued but unused vacation leave credit at the time of separation.

In no case shall the payment for earned, accrued, and unused vacation leave exceed a maximum of 320 hours.