

Selected Personnel Policies regarding Vacation Cash Out and/or Donation

Stanwood Personnel Policy Manual, 2000 – Excerpt

7.1.3 Annual Vacation Cash-Out

An employee may choose to receive compensation for one standard workweek of accrued vacation days each year, so long as 2 workweeks of vacation accrued remain for the benefit of the employee. The written request must be approved by the City Treasurer and the appropriate Department Head.

7.1.4 Vacation Pay-Off Upon Separation of Employment

An employee may elect a cash payment of accrued vacation leave up to a maximum of 240 hours upon separation of employment, providing the separation was due to reasons other than termination due to gross misconduct, and, if a resignation, that proper notice was given by the employee.

In the event of a deficit in other leave categories, available vacation will be used to reconcile the deficit prior to any vacation payoff.

Sultan Municipal Code – Excerpt (Italics added)

2.30.080 Vacation.

A. Eligibility. All permanent employees whose normal workweek totals 20 or more hours are eligible to accrue vacation benefits. New employees will accrue vacation benefits from their respective employment dates. New employees shall not be eligible to use the accrued vacation until completion of six months of continual service with the city.

B. Accrual Basis. Vacation accrual shall be computed for paid straight time hours only. The schedule set out in Table I shall apply. Employees who work less than eight hours per day shall accrue vacation on a pro rata basis. Employees are expected to make a valid effort to use the full amount of their annual vacation accrual during each service year.

C. General Requirements. An employee may accrue a maximum of two years worth of vacation leave based on the employee's current accrual rate. In the event an employee reaches the maximum vacation accrual, the employer shall notify the employee of such. Except in an emergency situation, employees shall request vacation time, in writing, at least two weeks in advance. Vacation time must be approved, in writing, by the employee's department head. In the case of department heads, the vacation time must be approved, in writing, by the mayor.

D. Annual Vacation Cash-out. For the purposes of reducing excess vacation accrual, nonrepresented employees will receive compensation, annually, for a maximum of 80 hours of accrued vacation each year, so long as two workweeks of accrued vacation remain for the benefit of the employee. This compensation shall occur on the last payday of the year.

E. Termination of Employment. Termination of employment with the city shall have the following effect regarding accrued but unused vacation balance held by any employee at the date of termination:

1. An employee with less than six months current employment with the city shall forfeit all vacation accrued at date of termination and shall not be paid by the city for such accrual.

2. As an exception to subsection of (E)(1) of this section, an employee with less than six months employment with the city who is terminated because of lack of work shall be entitled to reinstate any previously accrued vacation balance if he/she is rehired at a future date. Such employee, for purposes of

determining length of employment under subsection B of this section, shall receive full credit for prior service.

3. Upon termination of employment, any employee who has completed six or more months current service with the city shall be paid (at their then current rate) the money equivalent of any accrued but unused vacation balance which exists at the date of termination. Any unused vacation at the date of termination shall be paid at their termination rate of pay at subsequent biweekly pay periods not to exceed 80 hours per pay period until all unused vacation is exhausted. Employees will continue to receive benefits (medical/dental and retirement) until their vacation is exhausted; however, employees will not continue to accrue vacation or sick leave after their termination date. A terminating employee's final day worked shall be the date of their termination.

Walla Walla Personnel Policy Manual, 2005

10.06 Vacation Cash-Out and Required Vacation: An employee may, once each calendar year, request and receive payment in exchange for accrued vacation leave. The maximum number of vacation hours that may be exchanged is forty (40) hours. An employee who requests a cash payment for up to forty (40) hours of vacation leave does not need to provide justification.