

COUNTY OF SACRAMENTO

INTER-OFFICE MEMORANDUM

DATE: November 6, 2013

TO: All DPS Service Teams, Sheriff Personnel Office, Assessor Personnel Office, District Attorney Personnel Office, Retirement Personnel Office

CC: COMPASS Services Team, HR Managers, Special Programs Team, Workers' Compensation Integration, Benefits Office, Payroll Bureau, Labor Relations, ADP: 1244

FROM: Catherine Mitchell, Personnel Services Department, COMPASS Services Team

SUBJECT: **CHANGES TO MANAGEMENT VACATION BUY BACK**

Overview

The Cash Compensation for Accrued Vacation Leave Policy (E-6) has been changed per IRS regulations. The revised policy was adopted by the Board of Supervisors on November 5, 2013.

Employees must now submit a Vacation Payment Request form by December 31 of each year **prior** to receiving payment in the following year. Employees that do not submit their Vacation Payment Request forms by December 31 will **not** be eligible to receive payment the following year.

The vacation hours to be cashed in must be accrued in the year **after** the Vacation Payment Request is submitted and the employee must have sufficient vacation balances in order to receive payment.

The payment will be made once a year, in the first full pay period of either June or December. The employee must specify which payment date at the time of the election in December.

To be eligible for this program, employees must:

- Be in representation units (020, 021, 024, 029, 032, 033 and 050)
 - Have at least 10 years of full time continuous service at the time of payment (June or December of 2014)
 - Have 240 hours of accrued vacation leave available at the time the request is made (by December 31, 2013)
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Notice to Eligible Employees

We will run a report to determine who needs to receive the information on the Vacation Payment Request process. The report will include employees who have nine or more years of service and a minimum of 216.9 vacation hours as of pay period 24. We will send the report to each service team on Wednesday, November 20, 2013. Please review the report to ensure that all potentially eligible employees are included.

Please provide the potentially eligible employees with the employee letter by Thursday, November 21, 2013. The employee letter will contain a link to the Cash Compensation for Accrued Vacation Leave Policy E-6, the Vacation Payment Request form and the Deferred Compensation Amendment. The policy is available at http://inside.cppp.saccounty.net/coswcms/groups/public/@wcm/@pub/@cppp/documents/webcontent/sac_009278.pdf and both the Vacation Payment Request form and the Deferred Compensation Amendment are available on the HR Forms page at http://insidehra.saccounty.net/forms_and_charts.htm. Search for Cash Compensation for Vacation Accrual to find the forms in the list. **Eligible employees must submit the Vacation Payment Request form to their HR representative by December 31, 2013 in order to receive payment in 2014.**

Once employees submit their Vacation Payment Request forms, the service teams/HR staff will need to verify eligibility.

Verification of Payment Request Form Required

Employees who submit the Vacation Payment Request form must do so by December 31 in order to be considered for eligibility. The following needs to be completed and verified by HR:

1. Complete the section of the form and sign verifying that the form was received by December 31, and that the employee has a vacation balance of 240 hours or more.
2. At the time of payment (June or December) verify the employee has 10 years of full time, continuous service at the time of requested payment. If not, the employee is not eligible.
3. Verify the vacation hours the employee has earned in the year of payment.
4. Complete the form with the vacation hours earned, hours to be cashed in, and balance of hours after cash in.
5. The form needs to be signed and added to the employee's personnel file.

Note: Elected Official Departments can follow the same process and verify/complete their request forms.

Changes to Report

The Cash Compensation Vacation Leave Report will be updated in 2014. Each year eligible employees must elect in December to receive payment in the following year. The employee **must** have 240 hours of vacation at the time of election and **must** have 10 years of service by the time the payment will be made.

No Change to Payments for 2013

Continue to follow the existing Management Vacation Buy Back process for issuing letters and payments for December of this year. The process for payments has not changed for this year. In addition to the regular process for requesting payment in December 2013, employees must also submit the Vacation Request Payment form by December 31, 2013, in order to receive payment next year.

Questions?

If you have any questions, please email the Compass Services Team at psd-compass-hr@saccounty.net or call Catherine Mitchell at 874-4459.
