

CAPS Counter Proposal

Bargaining Unit: 10
Exclusive Representative: CAPS
Article: 3
Subject: Leaves

Date: August 5, 2021: 2:25PM

3.22 Vacation/Annual Leave Cash Out

Employees may be permitted annually to cash out up to eighty (80) hours of accumulated Vacation/Annual Leave pursuant to Subsections A and/or B, each calendar year, as follows:

- A. On or before May 1 of each year, starting in the 2016 calendar year, each department head (Director, Executive Officer, etc.) or designee will advise department employees whether the department has the funds available for the purpose of cashing out accumulated Vacation/Annual Leave. In those departments that have funds available, employees will be advised of the number of hours that may be cashed out, not to exceed eighty (80) hours. Employees who wish to carry out Vacation/Annual Leave must submit a written request during the month of May to the individual designated by the Department Director. Departments will issue cash payments for cashed out Vacation/Annual Leave during the month of June.
- B. The following enhancement of the Vacation/Annual Leave Cash Out Program shall be made available, starting in the 2021 calendar year, dependent upon the ability of the States' payroll system:
1. Eligible employees may elect to transfer the cash value of future leave accruals, up to eighty (80) hours annually, into a Savings Plus 457(b) and/or 401(k) Plan account.
 2. To participate in this enhancement, the employee must submit an irrevocable election to transfer a designated number of future leave accruals to Savings Plus, to their Human Resources Office by December 31, for leave transfer during the following calendar year.
 3. Employees will be notified on or before May 1, pursuant to Subsection A, whether their elected transfer from the previous year will be enacted.

Employees may elect to transfer a portion of available hours pursuant to Subsection B and elect to cash out a remainder of the allowable hours pursuant to Subsection A, or some other combination, up to eighty (80) hours, annually.