

Purchased Vacation Acknowledgement Form

I acknowledge and agree to the following:

The additional vacation time that an employee has purchased is available at the beginning of the Plan Year. However, an employee who has purchased pre-tax vacation under the Vacation Purchase Plan (VP Plan) must use ALL of his/her earned and banked vacation days before the employee may utilize purchased time.

An employee who has purchased pre-tax vacation under the VP Plan must use all purchased vacation time by the end of the Plan Year. If an employee is not able to use all the purchased hours, Human Resources Department will arrange for TAXABLE cash reimbursement, known as a VP Plan vacation cash-out. This cash-out must be made no later than December 31 of the Plan year. However, even if an employee receives a VP Plan vacation cash-out for all or part of the employee's unused purchased vacation, the payroll deductions will continue and the taxable value of the reimbursed vacation hours will be included in the employee's last paycheck in December. By law, an employee who has purchased pre-tax vacation under the VP Plan CANNOT bank purchased vacation, nor can the employee otherwise sell earned vacation days.

Legal Requirements on Termination and Unpaid Leaves.

If an employee who purchased pre-tax vacation under the VP Plan terminates employment during the year, the remaining annual cost for the elected purchased vacation will be deducted from the employee's final pay. If the employee has not used all the purchased vacation, the employee will receive a taxable refund for the unused hours in the employee's final pay.

Taking a paid or unpaid leave of absence does not affect the employee's obligations under the VP Plan. An employee who has purchased additional vacation under the VP Plan may ONLY use purchased vacation during periods of scheduled work (not to obtain pay during an unpaid leave). Employees on leave are responsible for continued payment of the purchased vacation cost while leave of absence (even an unpaid leave). Again, an employee on leave who is not able to use all the purchased hours due to your leave of absence, will receive a vacation cash-out for all or part of the employee's unused purchased vacation. A leave of absence does not alleviate or excuse this employee election requirement.

Use of Purchased Vacation

Purchased vacation must be scheduled and approved in advance and in accordance with the requirements of the collective bargaining agreement and the employee's Department's vacation scheduling practices. In addition, purchased vacation increments can be no less than the vacation increments permitted under the employee's applicable collective bargaining agreement. All purchased vacation hours must be BOTH scheduled and used in the same Plan year in which the hours were purchased.

If You Leave the County or Bargaining Unit Employ

The VP Plan ends when an employee leaves the County for any reason, including retirement, or is no longer employed as an active employee. If an employee terminates or is terminated during the Plan year, the remaining annual cost for purchased vacation elected will be deducted from your final pay. An employee will be required to sign an acknowledgement on enrollment if the employee's Union has not agreed to such repayment from the final check. If the employee has not used all of the vacation purchased, they will receive a taxable reimbursement for unused hours in the employee's final pay. Purchased vacation may not be utilized to extend an employee's termination, notice or retirement.

Overpayments and Other Errors

If a benefit is paid that is larger than the amount allowed by the VP Plan or at law, the Plan has a right to recover the excess amount from the person who received it. Erroneous statements will not change the rights or obligations under the Plan and will not operate to grant additional benefits or coverage.

Employee Signature

Employee Name

Date