

Cash Out of Vacation and Compensatory Time Instructions

The cash-out election may be made twice annually in advance of two designated "Election Blocks".

Block	Election Pay Period of Cash Out	Cash out Election Decision Must Be Received During the Month of:
1	Pay periods 1-13	November (previous calendar year of Election Block 1)
2	Pay Periods 14-26	May (same calendar year of Election Block 2)

The following is the procedure to be utilized to cash out accrued vacation or compensatory hours:

- Employee** determines the number of accrued vacation and/or comp hours to cash out.
 - Maximum of 40 hours of vacation for AFSCME employees and 50 hours for ONA employees may be cashed out per Election Block and must be **earned** in that Period.
 - May be taken from both vacation and compensatory time banks. However, the total hours elected must not exceed that earned in the Election Period and must be paid in the same Pay Period.
- Employee** decides the Pay Period in which to receive the cash payment.
 - Only one Pay Period may be chosen during the Election Block (Pay Period 1 – 13 or 14 – 26).
E.g. If Pay Period 11 is chosen, employee will be paid time **earned** between pay periods 1-10. There will be no accruals to cash out if pay period 1 or 14 are chosen because no accruals have been earned in that time.
 - Vacation balance must be at least 120hrs at time of cash out, no requirement for Comp time.
- Employee** completes the Cash-Out Form and submits to Manager.
 - Forms must be received by Manager no later than **5:00 PM** on **Nov 30** or **May 31**.
 - Once submitted the election is **irrevocable**.
- Manager** receives and reviews submitted forms upon receipt.
 - Review, approve, and sign the request form.
 - Route to departmental Timekeeper for processing.
- Timekeeper** processes the cash-out transaction into Kronos with paycodes VVO, CAS or CCC.
 - Create a Payroll tickler file to put completed paperwork in until selected Pay Period, or change the Time Period in Kronos to the selected future Pay Period and enter transaction.
 - Forms received in the OHSU Payroll office will be returned to the department.

Example: Bob submits his Cash-out Form on Nov 1, 2009 to cash out 40hrs of vacation in Pay Period 11 (to be paid on May 28, 2010). He must have at least 120hrs of vacation in his bank when Pay Period 11 closes. He will be paid for the vacation he **earned** between pay periods 1-10 up to 40hrs. If he chooses pay period 1, he will be paid \$0 since he has not earned any vacation in that pay period. He will not be able to submit again for the same election period because all elections are irrevocable.

AFSCME CASH OUT OF VACATION AND COMPENSATORY TIME

Effective November 2, 2009

AFSCME employees with an unencumbered vacation balance of at least 120 hours may cash out up to 40 hours of vacation, in addition to accrued compensatory time, in accordance with the AFSCME/OHSU Collective Bargaining Agreement Article 12.6.3. There is no minimum balance required before AFSCME employees may cash out compensatory time. Maximum compensatory time accrual is 80 hours (Article 9.1.5).

Elections Periods

Block	Election Pay Period of Cash Out	Cash out Election Decision Must Be Received During the Month of:
1	Pay periods 1-13	November (previous calendar year of Election Period 1)
2	Pay Periods 14-26	May (same calendar year of Election Period 2)

Vacation and compensatory hours available to be converted to cash will be those accrued during the Election Period. Hours accrued in prior periods may not be converted to cash.

I wish to cash out the following in Pay Period _____.

VOLUNTARY VACATION CASH OUT (VVO)
I wish to cash out _____ hours (max 40 hours two times per calendar year) of vacation. I attest that my vacation balance will be 120 hours or more.

VOLUNTARY COMPENSATORY TIME CASH OUT (CAS)
I wish to cash out _____ hours of Compensatory Time Bank.

For information regarding the provisions governing the AFSCME voluntary cash out of vacation or compensatory time, please refer to the AFSCME Voluntary Cash Out of Vacation and Compensatory Time procedure document. <http://ozone.ohsu.edu/hr/managers/contracts.shtml>.

Employee Name

Employee ID#

Employee Signature

Date

Manager/Fiscal Authority Signature

Received Date

AFTER ALL SIGNATURES, DELIVER TO YOUR TIMEKEEPER FOR ENTRY. DO NOT SEND TO PAYROLL.

Voluntary Vacation Cash out Pay Code Entry: **VVO**

Voluntary Compensatory Time Cash out Pay Code Entry: **CAS**