

Annual Leave/Vacation Cash Out

The Memorandum of Understanding (MOU) between OCMA and the County provides managers the ability to cash out accrued Annual Leave or Vacation time during each fiscal year. There are however, certain restrictions and conditions that must be met in order to do so.

Annual Leave – If a manager has a balance of annual leave time of less than 750 hours, the manager may (no County authorization required) cash out sixty (60) hours. An additional sixty (60) hours may be requested with the cash out at the discretion of the County.

If a manager has a balance of annual leave time of 750 hours or more, the manager may (no County authorization required) cash out 120 hours. Once the balance drops below 750 hours, then the cash out procedure is governed by the paragraph above.

Vacation Time – A manager may request to cash out accrued Vacation time, either in two (2) separate increments of up to forty-five (45) hours each or one (1) increment of ninety (90) hours. It is important to understand, this request is at the discretion of the County and may or may not be authorized. Also, if a manager requests thirty (30) hours upon the first request, the maximum amount for a subsequent request may only be for forty-five (45) hours.

If a manager has an Annual Leave balance (from .25 hrs and above), a manager cannot cash out Vacation time unless the manager's accrued Vacation bank is such that s/he will reach the applicable cap (managers with 1-10 years of service = 360 hour cap and 10+ years of service = 480 hour cap) some time during the fiscal year (i.e., the employee has at least 201 hours of accrued vacation if employed less than ten years or at least 281 hours of accrued vacation if employed ten or more years). If a manager meets the conditions above, s/he may cash out Vacation time twice during the fiscal years up to an aggregate of 120 hours. No County authorization is required provided the manager meets the balance requirements.

For managers with less than 10 years of service time, OCMA advises that if you do not plan on or have the ability to use your Vacation time for actual time off from work during fiscal year 2017/18, **and** you have an Annual Leave balance, **and** you have accrued a balance of 201 Vacation hours, that you seriously consider cashing out 120 hours of vacation time during FY 2017/18. For managers 10 years or more of service time, OCMA advises that if you do not plan on or have the ability to use your Vacation time for actual time off from work during fiscal year 2017/18, **and** you have an Annual Leave balance, **and** you have accrued a balance of 281 Vacation hours, that you seriously consider cashing out 120 hours of vacation time during FY 2017/18.

OCMA realizes that each and every manager's personal situation is different and cashing out time might not be the best thing to do for you. It is important for you to know that the MOU's language is very clear and the County cannot deviate from the agreement at will. If you have any questions concerning your own situation, please feel free to contact OCMA for consultation and/or advise.