

6.07 VACATION CONVERSION/CASH OUT

A. Program Overview

At the discretion of the Board of Commissioners, one time per year, non-bargaining, eligible full-time employees may be afforded the opportunity to convert either forty (40) or eighty (80) hours of vacation for cash payment at the employee's current rate of pay.

B. Eligibility

Non-Bargaining, full-time employees under the hiring authority of the Board of Commissioners with a minimum of one hundred twenty (120) hours of accumulated vacation leave at the time of conversion request are eligible. Employees who convert vacation hours must have at least forty (40) hours of vacation remaining after requested hours are deducted.

C. Procedure

The Commissioners will notify employees by November 1 if this benefit will be made available. Eligible employees who wish to convert vacation time for cash payout must complete a [vacation conversion request form](#) by December 1 and submit it to their department. The payment for such vacation will be in the final payroll of December via a separate electronic payment. The total hours converted will be deducted from the employee's vacation leave balance.

~~D. Termination of Vacation Conversion Program~~

~~The Board of Stark County Commissioners may cease to offer this program at its sole discretion.~~

D. Board Discretion

1. Individual Departments

The Board may extend or restrict the Vacation Conversion to any or all departments under its hiring authority, based upon the individual Department Head's request and recommendation, and the department's budget capacity to support the Vacation Conversion expense.

2. Termination of Vacation Conversion Program

The Board of Stark County Commissioners may cease to offer this program at its sole discretion.

