

- C. Reduced time employees earn vacation on a pro rata basis (percent of full-time hours worked) according to the foregoing schedule. Reduced time employees working less than or equal to 20 hours per week, do not accrue vacation or sick leave.
- D. Sick Leave Payoff. Agency employees whose services are terminated by death, or who qualify for and officially retire from services to the Agency, shall be eligible to be paid his/her accumulated sick leave, up to a maximum of two hundred (200) hours.
- E. Vacation Accrual. Vacation hours in excess of maximum accrued hours listed above, must be used by January 1 each year. An employee who reaches the maximum accrued hours of vacation shall cease accruing time until his/her accrual drops below the maximum. In certain circumstances, the Executive Director may approve a carry-over of year-end accruals over maximum hours listed above, however, in no event shall payment for accrued vacation hours on termination exceed maximum hours listed above. Employees who are paid for less than one half (1/2) their regularly scheduled hours in a given pay period shall not accrue vacation for that pay period.
- F. Vacation Leave Cash Out. Regular Management and General Employees may sell back to the Agency up to forty (40) hours of vacation leave in any calendar year if the following conditions are met:
 - 1. Vacation or annual leave can be cashed out only in increments of eight (8) hours.
 - 2. The employee has used (taken) ten (10) vacation/annual leave days during the calendar year in which the irrevocable election is signed.
 - 3. The employee must have at least eighty (80) hours of vacation/annual leave remaining after the "cash out" of some of their vacation/annual leave.
 - 4. The employee makes an irrevocable election in writing to cash-out vacation/annual leave and submits such election to the Director of Finance and Administration prior to December 15 of the calendar year for which the election is made.
- G. Vacation and Compensatory Time Scheduling and Advances. Vacations and compensatory time must be scheduled in advance and approved by employee's supervisor. While every effort will be made to afford the