Human Resources Policy Bulletin

City of Lincoln

Number: 2019-2
Date: May, 2019

Reference:	Title:
LMC 2.76.495, LMC 2.76.500, LMC 2.76.505 Supercedes Human Resources Policy Bulletin 2015-1	Vacation Usage Upon Retirement Policy

VACATION USAGE UPON RETIREMENT POLICY

I. POLICY

It shall be the policy of the City of Lincoln to allow employees, upon retirement from City of Lincoln employment, to use their accrued vacation leave hours after their last physical day worked.

II. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

Last day of work – shall mean the last day the employee is physically at work
Vacation – shall mean the employee's accrued vacation balance and any vacation bank balance (if applicable)

III. PROCEDURE

A. Any City employee, except those covered by Police or Fire pension plans, is eligible for retirement upon attaining age fifty (50) and completing twenty-five (25) years of service; upon attaining age fifty-five (55) and completing twenty (20) years of service; upon attaining age sixty-two (62); or upon approval of disability retirement.

B. Employees must provide a written notice of intent to retire to their supervisor at least ten (10) working days before their last day of work.

C. The employee must designate the method of vacation payout from the following options on the City of Lincoln Retirement Form:

1. Designate their last day of work and receive their vacation balance payout to be included in their final paycheck as a lump sum.

2. Designate their last day of work and request that their vacation be used in biweekly increments until it is depleted. The date the employee's vacation is depleted will become the effective date of their retirement.

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3. Designate their last day of work and request that their vacation be used in biweekly increments until a specific date, with the remaining vacation balance to be paid out as a lump sum in their final paycheck. The effective date of the employee's retirement will be the date the employee has designated as their last paid vacation day.

D. The completed City of Lincoln Retirement Form must be attached to the Personnel Action Form.

Departments will be able to recruit for the retiring employee's vacancy by completing a Requisition and submitting a copy of the employee's City of Lincoln Retirement Form to the employment office.

Retiring employees will continue to receive all City benefits while in a pay status (i.e. legal holiday pay, vacation and sick leave accruals, insurance benefits, etc.).

Retiring employees who choose to run out any or all of their vacation after their last day worked may use any remaining Personal Convenience Holiday (hereinafter referred to as PCH) hours immediately after their last day of work, or they will be forfeited. In the event the employee's vacation run out crosses fiscal years, employees will not be paid any additional PCH hours.

Retiring employees who choose the lump sum vacation payout option (with no vacation run out) will not be compensated for any remaining PCH hours after their last physical day of work.

Retiring employees may not use any other type of leave while running out their vacation leave hours.

Retiring employees will not have access to their retirement or Post Employment Health Plan (PEHP) benefits until after receipt of their final paycheck with the City of Lincoln.

Doug McDaniel
Human Resources Director

5-15-2019
Date

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CITY OF LINCOLN RETIREMENT FORM

I, _____ , an employee in
(Print Name)

_____ , hereby am giving
(Print Department/Division Name)

at least ten (10) working days notice of my retirement, pursuant to Human Resources Policy Bulletin #2019 - 1; Vacation Usage Upon Retirement Policy,
LMC 2.76.495, LMC 2.76.500, and LMC 2.76.505.

1. I qualify to retire from the City of Lincoln:
(Choose one)

- ☐ Age 50 with 25 years of service
- ☐ Age 55 with 20 years of service
- ☐ Age 62 or older
- ☐ Approved for disability retirement

2. I designate the following choice upon retirement:
(Choose one)

- ☐ My last physical day* of work will be _____ (Date) and I choose to receive my vacation payout in my final paycheck as a lump sum.
- ☐ My last physical day* of work will be _____ (Date) and I choose to use my vacation balance and accruals until depleted.
- ☐ My last physical day* of work will be _____ (Date) and I choose to use my vacation balance and accruals through _____ (Date) with the remaining vacation balance to be paid out on my final paycheck as a lump sum.

***Last physical day means you must be physically present and work on that day**

I understand I cannot change the designated choice above after my retirement request has been received and accepted by my department.

_____ _____
Requesting Employee Signature Date

Accepted by:

_____ _____
Name Date