

# Human Resources Policy Bulletin

## Lancaster County

Number: 2019-2  
Date: September, 2019

Reference:	Title:
County Rule 14.3 Retirement  Supercedes Human Resources Policy Bulletin 2014-3	Vacation Usage Upon Retirement Policy

### VACATION USAGE UPON RETIREMENT POLICY

#### I. POLICY

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

#### II. PROCEDURE

- A. Employees will be eligible for retirement upon attaining age sixty (60), or upon attaining age fifty-five (55) and completing ten (10) years of service.
- B. Employees shall produce their intent of retirement in writing to their supervisor at least ten (10) working days before their final work day.
- C. The employee shall designate their choice of the following options on the Lancaster County 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 until it is depleted. The date the employee's vacation is depleted will become the effective date of their retirement.
  3. Designate their last day of work and request that their vacation be used 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.

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D. The completed Lancaster County 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 Lancaster County Retirement Form to the employment office.

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

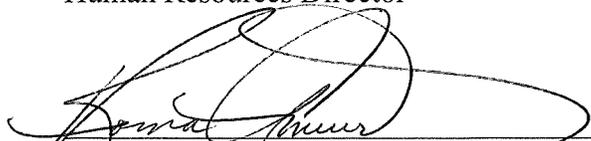
Retiring employees may use any remaining Personal Convenience Holiday (hereinafter referred to as PCH) hours immediately after their last day of work. In the event the employee's vacation run out crosses fiscal years, employees will not be paid any additional PCH hours.

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 PEHP benefits until after receipt of their final paycheck with Lancaster County.

  
\_\_\_\_\_  
Doug McDaniel  
Human Resources Director

9-23-2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Roma Amundson, Chair  
Board of County Commissioners

10-1-19  
\_\_\_\_\_  
Date

# LANCASTER COUNTY 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 #2019-2; Vacation Usage Upon Retirement Policy, County Rule 14.3 – Retirement.

1. I qualify to retire from Lancaster County:  
(Choose one)

- Age 55 with 10 years of service
- Age 60 or older
- Approved for disability retirement

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

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

\_\_\_\_\_  
Requesting Employee Signature

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date