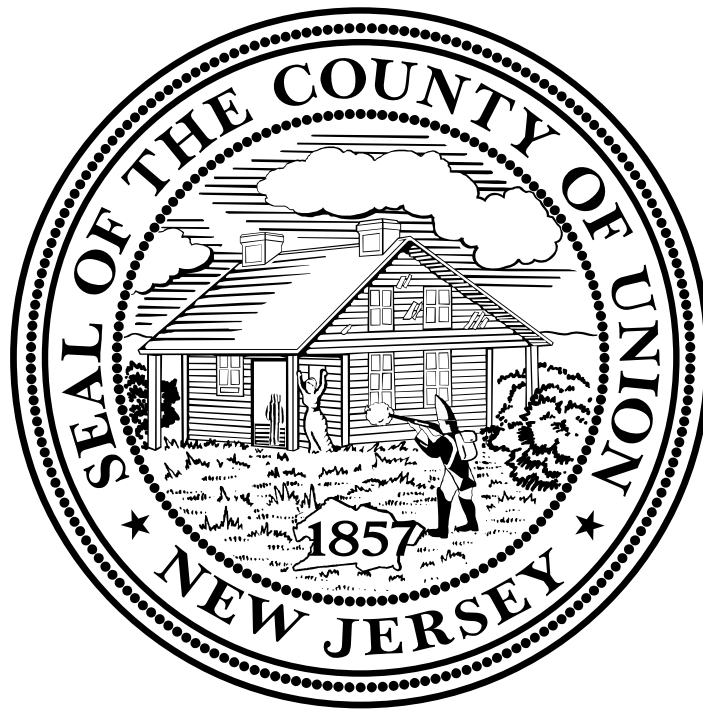


COUNTY OF UNION

Sick-Time Payout Upon Retirement



Union County
We're Connected to You

A service of the
UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

Sick-Time Payout Upon Retirement

1. For an employee to be eligible for a sick-time payout, they must retire from their position at the County and meet the following criteria.
2. All separations other than retirement do not qualify for sick-time payout.
3. Employees that are granted a Disability Retirement from the pension system are not required to have 25 years of service to the County or the pension system, only 100 sick days to be eligible.

If you are hired on or after May 22, 2010, you are capped at \$15,000 (all Unions and Exclusionaries).

Exclusionaries:

Terms of Eligibility: Retire with 25 years of service solely to the County, no age requirement, and at least 100 accumulated sick days.

100–200 accumulated sick days – 50% of the daily rate, maximum of \$10,000
201–300 accumulated sick days – 60% of the daily rate, maximum of \$12,500
301–400 accumulated sick days – 70% of the daily rate, maximum of \$15,000
over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000

Non-Law Enforcement Unions:

Terms of Eligibility: Retire with 25 years of service solely to the County, be at least 55 years of age, and have at least 100 accumulated sick days.

100–200 accumulated sick days – 50% of the daily rate, maximum of \$10,000
201–300 accumulated sick days – 60% of the daily rate, maximum of \$12,500
301–400 accumulated sick days – 70% of the daily rate, maximum of \$15,000
over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000

Law Enforcement Unions:

Terms of Eligibility: Retire with 25 years of service solely to the County, no age requirement, and at least 100 accumulated sick days.

100–200 accumulated sick days – 50% of the daily rate, maximum of \$10,000
201–300 accumulated sick days – 60% of the daily rate, maximum of \$12,500
301–400 accumulated sick days – 70% of the daily rate, maximum of \$15,000
over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000

Assistant Prosecutors/Detectives and Investigators Unions:

Terms of Eligibility: Retire with 25 years of service in the NJ State Pension System, no age requirement, and at least 100 accumulated sick days.

100–200 accumulated sick days – 50% of the daily rate, maximum of \$10,000
201–300 accumulated sick days – 60% of the daily rate, maximum of \$12,500
301–400 accumulated sick days – 70% of the daily rate, maximum of \$15,000
over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000

Vacation Payout Upon Retirement

Employees can get up to a full previous year you are owed, plus current year owed. (TWO YEAR MAX)

**COUNTY OF UNION
UNUSED SICK LEAVE PAYMENT
LUMP SUM RETIREMENT SUPPLEMENTAL COMPENSATION
NON-CONTRACTUAL EMPLOYEES**

1. EFFECT ON OTHER RETIREMENT BENEFITS:

The lump sum supplemental compensation provided herein for accumulated sick days shall in no way affect, increase or decrease any pension or retirement benefits to such retired employee under any other statute.

2. LIMITATIONS:

- a) no employee who elects a deferred retirement benefit shall be eligible.
- b) an individual may defer his/her request for lump sum payment but it must be submitted within one year of the effective date of any retirement.

3. ELIGIBILITY:

An employee must retire with at least twenty-five (25) years of service solely with the Employer, and must have at least one hundred (100) accumulated sick days to his or her credit upon effective date of retirement to be eligible for this benefit.

4. DEATH OF AN EMPLOYEE:

In the event of an employee's death within one year after the effective date of retirement but before payment of the lump sum is made, the payment of the lump sum shall be made to the employee's estate. It should be noted that retirement is, contingent upon the employee surviving 30 days after the effective date of retirement.

5. DISABILITY RETIREMENT:

County employees who retire as a result of an accidental or ordinary disability retirement, and who meet all of the applicable regulations will be considered eligible for lump sum sick leave reimbursement upon retirement for unused sick leave. If such employees receive lump sum payment and subsequently reenter County employment, they will not be eligible to have their unused sick leave reinstated to their records. Employees re-entering County Service subsequent to an accidental or ordinary disability retirement will begin earning sick leave in a manner similar to a newly hired employee.

6. RETURN TO SERVICE AFTER RETIREMENT:

Any employee who has or shall retire on age and service and who subsequently re-enters County employment will be considered to have incurred a break in service.

7. LEAVE WITHOUT PAY:

In determining an individual's eligibility, leave without pay shall not be counted towards the requirement of 25 years service with the County; prior service with other governmental entities shall also not be counted toward the requirement of 25 years service with the County.

8. COMPUTATION:

- a) Sick leave credit shall be computed from the date of employment; or if a break in service has
- b) occurred, only from the date of return to employment following the break in service except that an employee who has or shall incur a break in service as a result of separation due to lay-off shall be credited with sick leave accrued before separation and after return to employment.

- c) Eligible employees shall be compensated in accordance with the following schedule: *(Pursuant to NJSA 11A:6-19.2, employees who were hired on or after May 22, 2010, shall be capped at \$15,000 for sick leave cash-in.)*
 - 100-200 accumulated sick days – 50% of the daily rate, maximum of \$10,000
 - 201-300 accumulated sick days – 60% of the daily rate, maximum of \$12,500
 - 301-400 accumulated sick days – 70 of the daily rate, maximum of \$15,000
 - over 401 accumulated sick days – 80% of the daily rate, maximum of \$18,000
- d) In computing the total amount of unused accumulated sick leave pay due, periods of leave of absence without pay shall be excluded in the computation.
- e) The lump sum supplemental compensation payment shall be made within 60 days after the date of retirement, if possible.
- f) A retiree must be officially off the County's payroll at the time of payment.

9. GENERAL PROCEDURES:

- a) An employee who is about to retire should follow the regular procedures concerning retirement. When the employee receives a copy of the official notice of retirement approval issued by the approved pension board or authority, the employee may file a request with the County Personnel Office requesting the supplemental lump sum payment.

10. EMPLOYEES NOT IN THE CLASSIFIED SERVICE

- a) The eligibility of an employee will be determined by such class title held at any time during the employee's employment with the County of Union. Eligibility of class title will not be approved unless the following standards and guidelines have been adhered to:

- 1) Sick leave days were earned by all employees within that class title on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and 15 working days per calendar year thereafter.
- 2) Proof of need of sick leave usage was required when sick leave exceeded at least five consecutive days or a total of 10 days within one calendar year.
- 3) Sick leave was not advanced against anticipated sick leave to be earned in the next or future calendar years.
- 4) Sick leave or some other earned leave was charged for all compensable days when the employee was not working.
- 5) All sick leaves were reportable and reported accordingly.
- 6) The time-keeping procedure required certification of the accuracy of the employees pay time.
- 7) Sick leave records for each employee were maintained from the original date of appointment at one or more central points under the jurisdiction of the appointing authority with proper security and verification for use and accrual.
- 8) All records are available for inspection.
- 9) Where other types of leave with pay or holidays or days off with pay were granted which were in excess of leave provided to classified employees, a detailed explanation of the character and extent of such practices shall be provided.

Per Resolution No. 803A-2001

Age requirement omitted per Resolution No. 2009-31 (Employee Handbook Revision)