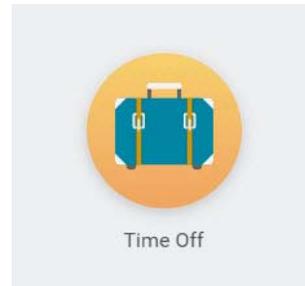


Calculate Time Off Balances/Cash-Outs

DISCLAIMER: This is ONLY an estimate and final actual Balances could adjust due to varying circumstances.

- 1) To estimate final accrual cash-out for retirement, log into Workday and choose the **Time Off** icon.



- 2) Choose **Time Off Balance** from the **View** menu.



- 3) Enter your last day of county employment in the date field.



- 4) The **Time Off Balance** screen shows your estimated accrual of vacation and sick time hours. Shown balances reflect approved requested time off.

Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
0	0	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
0	0	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
1185.58	1185.58	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
382.22	382.22	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
4.66	4.66	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
0	0	12/18/2017 - 12/31/2017 (Bi-weekly - Friday Cutoff)
Total: 1572.46	1572.46	

VACATION

Upon retirement or separation from county service, employees are paid up to a maximum of 60 days accrued vacation leave. A day of vacation leave is calculated by dividing the authorized standard weekly hours by five. Vacation is paid out at 100% up to a maximum of 60 days.

SICK LEAVE

Eligible employees* who have completed 13 accruable pay cycles and who are separated from service due to death, retirement or disability are paid for a portion of 200 days accrued sick leave. A day of sick leave is calculated by dividing the authorized standard weekly hours by five. Unused accrued sick leave shall be paid as follows:

Accrued Sick Leave Days	Percentage Paid
75 days or less	25 percent plus longevity
76-150 days	50 percent plus longevity
151-200 days	75 percent plus longevity

- For the first 75 days or less, an amount equal to 25 percent of the employee's straight time hourly rate plus longevity, if any.
- For the next 75 days (76 through 150), an amount equal to 50 percent of the employee's straight time hourly rate plus longevity, if any.
- For the next 50 days (151 through 200), an amount equal to 75 percent of the employee's straight time base hourly rate of pay plus longevity, if any.
- After 200 days, employees shall not be compensated for additional sick leave time.

Example:

Vacation	$382.22 \times \$26.17 =$	\$10,002.70
Sick Leave 1	$600 \times \$26.17 = 15,702.00 \times 25\% =$	\$3,925.50
Sick Leave 2	$585.58 \times \$26.17 = 15,702.00 \times 50\% =$	\$ 7,662.31

***Elected officials who qualify for sick/vacation, have different maximums and rules tied to cash outs.**

Please note that federal withholding tax is set at a higher fixed rate on your lump sum payoff amounts.

VEBA

Specific employee groups may be required to put a specific percent of their sick leave into a VEBA account. Please refer to the [VEBA web page](#) for more information.

DEFERRED COMPENSATION

If you plan to roll part or all of your cash out into your deferred compensation account, please contact your Nationwide representative. Please refer to the [Deferred Compensation web page](#) for more information.