



St. Lawrence County Vacation Buy Back (Resolution No. 111-2023)

Name: _____

Department: _____ Employee No.: _____

Union Group:

☐ Non-Union ☐ Indigent Defenders ☐ Deputies ☐ Sheriff's Supervisors ☐ CSEA ☐ Council 82 (2390)

Number of vacation hours requesting to be paid (must equal normal work week).

☐ 35 hours ☐ 40 hours

The paycheck date you wish the VBB to be paid in: _____

BENEFIT:

Resolution No. 111-2023 revised the Vacation Buy Back (VBB) benefit available to employees contingent upon Union agreement. This benefit will replace prior VBB language in appropriate Union contracts and the Management Manual. Please complete this form and forward to the appropriate Department Head who will thereafter forward to Payroll for processing.

Effective Date

Employee Group

March 6, 2023	Non-Union employees
March 28, 2023	Indigent Defenders Union members
April 4, 2023	Deputies Association Union Members
April 17, 2023	Sheriff's Supervisors Association Union Members
July 27, 2023	CSEA Union Members
March 3, 2025	Council 82 (2390 unit)

Requirements:

- Employee is not required to take a week of vacation off to qualify for this benefit.
- Employee must maintain a vacation accrual balance of at least 100 hours after the VBB is processed (70 hours balance for CSEA Union Members).
- Employee, regardless of personnel status (full-time or part-time) must buy vacation back in weekly increments that the employee works (35 or 40 hours/wk)
- There is no limit on the number of times an eligible employee can access this VBB benefit annually as long as requirements are met.

Employee Signature: _____ **Date:** _____

By signing this, I attest to meeting the criteria established for this benefit and acknowledge that my vacation accruals will be reduced accordingly.

Department Head Signature: _____ **Date:** _____

By signing this, I attest that this benefit is available to the requesting employee and the employee making the request qualifies for the benefit.
