

<i>VACATION LEAVE- FINAL VACATION LEAVE</i>	POLICY	
	Document Number:	AS-HR-PL-3310
	Version Number:	02

1.0 Policy:

Non-Represented employees with at least five years of VTA service (8 if hired after 2/11/08), who are retiring directly from VTA under the PERS retirement plan, may take Final Vacation Leave to permit them to continue to remain on the payroll and accrue benefits (e.g. PERS time, leave accruals and health benefits) after their final day of active work, in lieu of receiving a vacation payoff for that amount of vacation. Employees may use up to 320 hours of their remaining vacation leave as Final Vacation Leave.

2.0 Scope:

This Policy applies to Non-Represented employees with at least 5 years of VTA service (8 if hired after 2/11/08), who are retiring directly from VTA under the PERS retirement plan.

3.0 Responsibilities:

Employees who wish to take Final Vacation Leave shall submit a written request within the timeframe specified below. The department shall ensure approval or denial of the leave prior to the employee's last day of work, properly code the employee's time, and ensure the employee is separated from employment. Payroll shall ensure proper payment and coding of the leave.

4.0 Procedure:

- 4.1 At the end of employment and prior to retirement from VTA, an employee in good standing (who will be marked as eligible for re-hire on the Separation Report) may request a Final Vacation Leave, to permit him/her to continue to remain on the payroll and receive vacation pay, in lieu of receiving a vacation payoff for that amount of vacation. An employee may use up to 320 hours of his/her remaining vacation leave as Final Vacation Leave.
- 4.2 The employee shall submit a Final Vacation Leave request to his/her supervisor, indicating the date of retirement and the last day of active work. Such request shall be submitted no later than thirty days prior to the employee's last day of work. It is the employee's responsibility to create and submit timesheet approval requests prior to their last day of active duty.
- 4.3 The supervisor shall review the request and confirm that the employee 1) is retiring from VTA, 2) is in good standing, and 3) has sufficient leave to cover the requested period of time. If the employee meets these criteria and agrees to the conditions listed in section 4.6, the supervisor shall approve the request and send it to the Department Manager and Division Chief or Director for review and initial approval based on these criteria. If not approved at this level, the supervisor shall so inform the employee. If approved by the Division Chief or Director, the request shall be submitted to Human Resources for confirmation that the employee meets the eligibility criteria. After Human Resources confirms eligibility, the request is forwarded to the Director of Business Services. The Director of Business Services or the General Manager shall review and provide final approval or denial of the request. After final review, the Director of Business Services shall forward the approved or denied request to Human Resources for processing.

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- 4.4 If the request is approved, the Human Resources Department shall provide the supervisor and Payroll with a copy of the approved request. If the request is denied, the supervisor shall be so informed by Human Resources. The supervisor shall inform the employee of whether his/her request has been approved or denied. The ultimate decision to approve Final Vacation Leave rests with the Director of Business Services or the General Manager and is not subject to appeal.
- 4.5 The departmental timekeeper shall code the employee's time as vacation paid during the Final Vacation Leave period and shall submit an Employee Separation Report two weeks prior to the end of the period.
- 4.6 Since the purpose of this Final Vacation Leave is to allow employees to accrue benefits (e.g. PERS time, leave accruals and health benefits) after their final day of active work, in exchange for this benefit, the employee shall agree to the following conditions:
- The employee shall not be permitted to change his/her date of retirement once the request has been submitted.
 - The employee shall receive his/her regular salary, benefits, and leave accruals (including holidays) during the Final Vacation Leave period.
 - The employee shall not receive any raises during the Final Vacation Leave period.
 - The employee shall turn in all VTA property (e.g. cell phone, iPad, laptop, ID card, and keys) at the end of his/her last day of active work.
 - The employee shall receive his/her retiree transit pass on the last day of active work.
 - The employee's email and computer access shall be terminated at the end of his/her last day of active work.
 - The employee shall not represent him/herself as an active VTA employee during the Final Vacation Leave period.
 - The employee shall do no work for VTA, unless requested to do so in writing by VTA. In such cases, an appropriate adjustment shall be made to the employee's leave balance.
 - No other leaves (e.g. jury duty, bereavement, sick leave, family leave) or any other form of leave shall be given during the Final Vacation Leave Period.
- 4.7 Payroll shall charge the compensation for the Final Vacation Leave to the Compensated Absences Reserve Account and reimburse the appropriate cost center.
- 4.8 The department may fill the position during the Final Vacation Leave period, by following the normal procedures for filling a vacancy.

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5.0 Definitions:

- 5.1 FINAL VACATION LEAVE: paid vacation leave taken after the last day of active work and prior to retirement.
- 5.2 COMPENSATED ABSENCES RESERVE ACCOUNT: account used for final payoff of vacation and sick leave accruals.

6.0 Records:

Copies of leave requests shall be maintained in the employee's personnel file.

7.0 Appendices:

Final Vacation Leave Request Form.

8.0 Training Requirements:

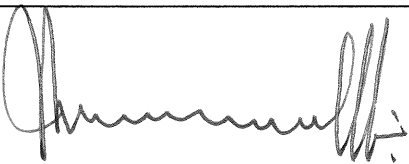


Non-represented employees shall be informed of the existence of the procedure for requesting Final Vacation Leave.

9.0 Summary of Changes:

July 2015 Changes:

- Placed a limit on Final Vacation Leave in Sections 1.0 and 4.1.
- Revised approval signature authority.
- Updated applicable job titles.

10.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Sylvester Fadal, Deputy Director, HR & Diversity Programs	 Inez Evans, Interim Director of Business Services	 Nuria I. Fernandez, General Manager/CEO

7/29/15
Date