

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

December 4, 1991

HUMAN RESOURCES MEMORANDUM 47-91

TO: All Agency/Department Heads/Personnel Officers

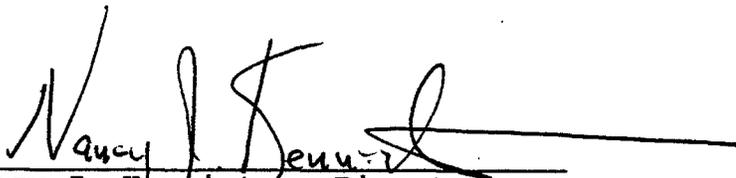
SUBJECT: Guidelines for Administration of the 80% Percent Retirement Incentive Program - Attachment 1 to HRM 39-91

The purpose of this Memorandum is to clarify the subject guidelines with respect to the treatment of compensatory time and unused vacation credits.

Employees who retire to participate in the 80% Retirement Incentive Program must be paid for all accumulated and authorized compensatory time in accordance with standard termination procedure. This compensatory time can not be carried forward to the 80% program.

Non-confidential employees who retire to participate in the 80% Retirement Program can not be paid for more than the allowed maximum of thirty days (less than fifteen years) or forty days (fifteen or more years). Time in excess of the thirty or forty day maximum must be voided in accordance with standard termination procedure. **EXAMPLE:** An employee with seventeen years of creditable service retires to participate in the 80% program. The employee has 42 days of unused vacation (note: there is a temporary waiver of the 40 day maximum because of time off without pay requirements). The employee can be paid for forty days of vacation time and two days will be voided. Thirty of these vacation days are credited towards the employee's average final compensation. By a provision of the guidelines for the 80% Retirement Program (Attachment 1, page 2), the employee may choose to be paid for the ten additional days or carry these ten days forward to the 80% program. If the ten days are carried forward, the employee will be paid for these ten days at the 80% rate at the end of the participation period. (Similarly, if the employee in this example had thirty five days of unused vacation time at time of termination, thirty days would be credited as average final compensation and the employee could choose to get paid for the additional five days or carry these five days forward).

Confidential employees who retire to participate in the 80% program can not be paid for vacation time in excess of the allowed maximum of forty (less than fifteen years) or fifty days (fifteen or more years) and can not be paid for vacation credits that are advanced and not earned (see Civil Service Bulletin 11.13). Earned vacation credits in excess of the allowed maximum must be voided.



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BUREAU OF HUMAN RESOURCES