

 ORGANIZATIONAL POLICY	GENERAL ADMINISTRATION APPLICATION: All Employees				
TITLE: Annual Leave Conversion	RESOLUTION NUMBER RC22-456	SUPERCEDE RC21-129	EFFECTIVE DATE 12/20/2022	SUPERCEDE 02/02/2021	POLICY NUMBER HR-46

INTENT

It is the intent of the Washtenaw County Board of County Road Commissioners to provide employees of Washtenaw County Road Commission (WCRC) with additional options with their annual leave benefit.

GENERAL PROVISIONS

Human Resources will coordinate the annual leave conversion program and will evaluate and approve conversion requests.

EMPLOYEE ELIGIBILITY

All regular, full-time employees will be eligible for annual leave conversion.

CONVERSION OF ANNUAL LEAVE

Any additional annual leave, up to eighty (80) hours, in excess of the maximum carry over of 240 hours into any new anniversary year may be converted to a lump sum payment (tax deferred) into any approved Deferred Compensation Plans (such as a 457 account), subject to annual contribution limits/guidelines for these plans. The conversion will be effective the next full pay period following the anniversary date.

Employees must contact the Human Resources Manager prior to their anniversary date to express their intentions to convert annual leave. If an employee does not act before their anniversary date, any excess annual leave will be forfeited.