

## Transition Document

### General Provisions

(a) Purpose. To facilitate a smooth transition for employees to a new time off system by creating specific time-bound exceptions to portions of the new policies. This also allows the policies to be drafted with a long-term view in mind and prevents having to update the new policies to remove transition rules since those are in a separate document.

(b) Duration. Unless otherwise specified, these rules will go into effect on 01/01/2024 and expire on 12/31/2024.

(b) Transition Rules.

- (1) All earned but unused vacation and floating holiday as of 12/31/2023 will roll over as PTO on 01/01/2024.
- (2) Up to 8 days of sick leave will convert to PTO on 01/01/2024 for all employees. All remaining sick time will convert to the Extended Leave Bank (ELB).
- (3) The ELB may be accessed in the same manner that sick leave had been accessed under the previous system.
- (4) Employees hired prior to 01/01/2024 are not subject to the minimum 1-year length of service provision for qualifying for an eligible payout upon leaving County employment.
- (5) Employees may be advanced up to 10 days of PTO until June 30, 2024.
- (6) Employees on an approved FMLA leave may be advanced PTO up to the amount of time that would have been earned on 01/01/2024 under the previous system of vacation, floating holiday, and sick leave, less any earned PTO.
- (7) Employees who were, as of January 1, 2023, earning a combined amount of days of vacation, floating holiday, and sick time at a greater rate than called for under the new policy will earn PTO at the closest multiplier to that rate (rounding higher so that total earned time is not less) until their years of service qualify them for an increase under this policy.
- (8) Effective 01/01/2025, employees may be advanced up to 5 days of PTO until March 31, 2025.