

UNIVERSITY OF MINNESOTA

Duluth Campus

Department of Human Resources

255 Darland Administration Building
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Duluth, Minnesota 55812-2403
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218-726-7822 - Employee Benefits
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<http://www.d.umn.edu/umdhr>

UNIVERSITY OF MINNESOTA DULUTH AFSCME VACATION CASH OUT PROGRAM December 2004

I. **Purpose:** The purpose of the **AFSCME VACATION CASH OUT PROGRAM** is to enable an AFSCME employee to request of their department to exchange up to 40 hours accumulated vacation for 40 hours of pay once each year. Decisions will be made prior to December 30th and the paperwork will be processed for all those approved.

II. **Eligibility:** To be eligible, an employee must:

- be an employee in AFSCME Local 3801, and
- have at least 80 hours of accumulated vacation time.

Employees are ineligible to use this policy during any disciplinary suspensions or if they are receiving, or have applied to receive, Workers' Compensation benefits.

III. **Administration:** The final decision on this rests with the employee's department and will not be subject to any grievance procedure. Deans and Directors, in discussion with UMD Human Resources and the appropriate Vice Chancellor, may limit the number of these requests when they may result in or create a financial hardship for the department.

The UMD Department of Human Resources will ensure that no decision will be based on an employee's race, religion, creed or sex, national origin, disability, age, marital status, public assistance status, veteran status or sexual orientation. That department will also be responsible for gathering data on the program to report to the Union and the Vice Chancellors about the usage.

IV. **Application** for AFSCME VACATION CASH OUT PROGRAM: To initiate a request, an employee must submit the request in writing. When approved, the paid time will be calculated on the hourly rate and fringe benefit rate of the employee at their current rate.

Employees paid from federally sponsored research funds may not be able to receive a cash out. These costs must be charged against non-federal accounts. Other funds may also have similar restrictions. The employee's department will determine if the funding source will allow participation in this program.

Complete the attached application and return to your Dean or Director as of the dates below:
*by Friday, December 10 (to be entered by December 13) for payment on December 22, 2004.
*by Tuesday, December 21 (to be entered by December 23) for payment on January 5, 2005.

Please contact Mary Cain (mcain or 8297) if you have any questions.

APPLICATION FOR AFSCME VACATION CASH OUT PROGRAM

December 2004

Name	Job Class #
Department	Unit (check one) <div style="display: flex; justify-content: space-around;"> 9 Chancellor 9 VCAA </div> <div style="display: flex; justify-content: space-around;"> 9 VCASSL 9 VCFO </div>
Number of hours requested (maximum = 40 hours)	
Employee Signature	Date

FOR ADMINISTRATIVE USE ONLY	
9 Approved	9 Disapproved
Management Signatures	
Department Head or Director	Date
Dean or Vice Chancellor	Date

c: UMD Department of Human Resources, 255 DAdB