

## Personal Leave Quarters Cash Payout

### Corrections BU ONLY:

Corrections Bargaining Unit employees who elect the cash option for quarterly personal leave should enter 1 unit of the Time Reporting Code (TRC) "PERRB"- Request QTR Personal Leave Payout on their timesheets. The units should be coded on the first Sunday of the pay period

\*View:       Reported Hours: 0.00      Previous Period    Next Period

By: \_\_\_\_\_

\*Date:       Scheduled Hours: 0.00

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**From Sunday 09/30/2018 to Saturday 10/13/2018**

Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total Hours	Time Reporting Code
1.00															<a href="#">Request Qtr Pers Lve Payout - PERRB</a>
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			Hours Worked - WORK

    

\*The Time Reporting Code (TRC) will be available the first Thursday for the pay periods noted on Personal Leave quarters for cash payout document. <https://humanresources.vermont.gov/sites/humanresources/files/documents/Benefits-Wellness/Benefits/2019%20Personal%20Leave%20Quarters.pdf>

\*\*All rules governing the personal leave incentive are still applicable to the cash payout of personal leave. Personal leave accrued, not requested for payout during the correct pay period becomes non-compensable in cash as per Article 48. Personal leave paid as a cash payout is not "good time" for overtime. Only hours which would normally be accrued during the quarter are eligible to be requested as a cash payout. All hour accrued during the quarter will be paid in cash if cash option is requested. Once hours are visible in employees personal leave buckets they are no longer compensable in cash.