

Survey: Vacation Time Payout

Report: Default Report

Survey Status		Respondent Statistics		Points Summary
Status:	Closed	Total Responses:	238	No Points Questions used in this survey.
Deploy Date:	07/22/2011	Completes:	220	
Closed Date:	07/29/2011	Partials:	18	

1. How many vacation days do you allow your full-time staff to carry over?

	Responses	Percent
Responses:	238	100%
Total Responded to this question:	238	100%
Total who skipped this question:	0	0%
Total:	238	100%

1. How many vacation days do you allow your full-time staff to carry over?

Response	Response Text
1	0
2	50% - if earning 4 weeks per year, can carry over 2 weeks plus the 4 weeks = 6 weeks max on books.
3	1 year
4	None Because you did not allow for this answer we can not participate in the survey. BAD PLAN!
5	they don't really carry over, they are allowed to bank up to 28 in their bank of days.
6	one year's worth
7	We do not carry over vacation time.
8	Employees can earn up to a max of 30 vacation days on a rolling calendar. Once they hit thirty days they can't earn any more vacation until they use up some of their total.
9	no carryover unless extenuating circumstances
10	5
11	no more than 25
12	No greater than 50% of their earned vacation days from the previous year. They must be preapproved by the Director to carry over and used in the first 60 days of the new calendar year.
13	Half
14	A maximum of 2 days which must be used within 30 days after anniversary date.
15	none
16	As long as they are used within 3 months of the carryover (anniversary) date, there is no stated limit. Must be approved by ED
17	Five. Unless you are appointed by the Mayor and he will allow more with written consent.
18	15 days
19	as many as they have, but not more than 20
20	1-3 days
21	one and a half of the amount allotted (i.e. if they receive 10 vacation days a year, they can carry 15 on the books)
22	10 days
23	0
24	Unlimited
25	30
26	10 days
27	A maximum of 5 days (40 hours).

28	0
29	none currently, working on re-doing this in new manual
30	None
31	20
32	1 year's worth
33	5 days
34	Zero. Any unsued vacation time is lost forever.
35	5 by policy 5 additional with permission total of 10.
36	ten
37	Generally none, although exceptions can be granted for exceptional circumstances - i.e. once in a lifetime travel opportunities, etc.
38	5
39	10
40	none
41	none
42	10 days
43	We receive our vacation days on our anniversary date. We have 15 months to use these vacation days.
44	5 days
45	none
46	zero
47	0
48	14-80 hours
49	1.5 times their accrual rate.
50	Up to maximum 30 days
51	up to one year's total earned.
52	0
53	up to 272 hours
54	5 per year
55	0
56	40 hours - 5 days
57	Employees cannot have more than double their annual amount in their vacation bank on January 1st or they lose it. Example: EE gets 10 days a year, so they cannot have more than 20 days in their bank in January or they lose the time.
58	0
59	zero
60	Our vacation time is accrual based and and employee may accrue up to two times our annual amount. So if an employee is eligible to accrue 10 days a year, that employee may have a maximum of 20 days in their vacation bank
61	all
62	0
63	0
64	New Hires: 10 4 years: 12 days 8 years: 15 days 15 years: 20 days 21 years : 24 days 26 years: 27 days
65	5 days
66	No more than 40 days per year is allowed to be carried over.
67	One Year's worth. (ie. for an entry level position it would be 10 days)
68	None
69	Double what they earn. Ex: If they earn 10 days a year they can carry 20 days.
70	1 week
71	Half of their earned vacations days for the first quarter of the year. Any unused vacation after that day is lost.
72	There is an ongoing maximum of 30 days, or 35 if the employee is accumulating more than 1.25 days per month of vacation. They are not help to use within a certain period of time. Accumulation rates are prorated for less than 40 hours worked/week.
73	0
74	none
75	ten
76	What they do not use at the end of 12 months they have an additional 3 months to use. At the end of that time they lose them.
77	None

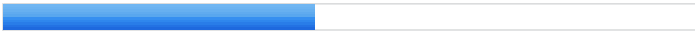
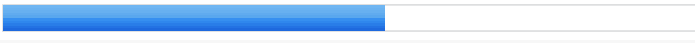
78	10 days / 80 hrs
79	2 times their annual accrual (ranges from 24-48 days)
80	The total accrued vacation time may not exceed (30) days (240) hours
81	2 years
82	None
83	Zero. If someone has a vacation planned in May, we may let them carry 5 over, but it done on a case by case basis.
84	1 years worth
85	0
86	Unused vacation days must be used within the first 2 months of the next year.
87	Vacation time can be carried over to a maximum of 34 days or 272 hours of unused vacation days.
88	5 days per year
89	40 hours with approval of director and plan to use time
90	10
91	5
92	30 days
93	none
94	None
95	One times their annual accrual.
96	none
97	No more than one week
98	5
99	None without special permission.
100	MAXIMUM 1/2 OF WHAT THEY EARNED IN THE CURRENT YEAR THAT REMAINS UNUSED; EXAMPLE IF THEY EARNED 2 WEEKS AND ONLY USED ONE WEEK, THEY CAN CARRY OVER MAXIMUM THE ONE WEEK REMAINING.
101	10
102	0
103	0
104	If accrue 3 weeks/120 hrs; max that can be on the books at your anniversary date
105	0
106	20% of what is left from prior year, but must be used in first quarter
107	10
108	Employees prior to 2005 can carry forward 100 days. Employees hired after can carry forward 60 day.
109	Ours is based on vacation hours and it depends on how many years they have worked. First five years, it is only 154 hours, 5 - 10 years it is 230 hours, 11 - 15 years it is 307 hours, 15 - 20 years it is 384 hours and 20+ years is 460 hours.
110	Ten
111	Maximum of two weeks more than they are due. Eg, if a person gets three week vacation.year they can accrue five weeks.
112	0
113	Full-time employees can keep at least 30 days in their bank. For example, if an employee has 20 days at the end of the fiscal year, they keep all days. They only forfeit their days if they accrue over 30.
114	1 full year's worth
115	vacation days continue to accrue each month, they do not "end" or "carry over"
116	Up to 80 hours.
117	10
118	two times the annual amount received
119	We use an accrual based vacation system. In general, each employee can carry over 1 yrs. worth + 3-mos. For example, if an employee accrues 1 day/mo., which would be 12/yr. then they could have a maximum of 15 days in their bank at any given time during the year. Anything accrued beyond 15 days would be lost.
120	none
121	20 days or 30 with Director approval
122	40
123	5
124	0
125	The "rule" is 0, but exceptions can be made. If there are circumstances and it is discussed with the Executive Director days may be carried over. I would say it is on a case by case basis.

126	0
127	0
128	Staff can only carry over as much as they are eligible to earn in a year. For example if a staff is eligible to earn 10 days in a year, then they can not carry over more than 10 days.
129	0
130	0 - vacation days do not carry-over. In special instances the Director may allow a weeks worth, but it has to be pre-approved and used within the first quarter.
131	We have a PTO bank and the most it can ever accrue is 35 days (this is all bundled- personal, sick, and vacation days)
132	none
133	A week or so, but the days must be used in 2-3 months.
134	0
135	25
136	The district has a total of 28 benefit days that can be used for sick, vacation, holidays (mandatory), personal business. We allow a maximum of 280 hours to be accumulated and carried over. Anything over 280 is use or lose.
137	Half earned the previous year can not accumulate
138	Up to one year of time. So at any time an individual may have a full year of time carried over, (based upon the rate at which they earn time, 2 weeks, 3 weeks annually etc.), plus any time accruing monthly for the current year.
139	1/2 of what the accrue in a year
140	5 days
141	10 days over what they earn in a year
142	based on length of service... 1st year 10 days per year.....more than 20 years is 24 days per year..
143	one week for only up to 6 months
144	None
145	Two weeks
146	2 years of accrual
147	10
148	Half of what they earned in the year. Depending on their year of service they earn either 5, 10,15, or 20 days per year.
149	All full-time employees are required to use a minimum of 10 vacation days per year and can carry over unused vacation to the following year up to a limit of 5 days.
150	4 weeks
151	10
152	Up to 5 days may be carried over but must be taken within 45 days in the new year
153	One year of accrued vacation depending on their longevity.
154	1.5 times their annual accrual.
155	10 vacation days above the annual accrual. So someone with 3 weeks vacation per year can carry over 25 days.
156	60 days
157	one and a half times their accrual rate
158	up to 5 days
159	under 40
160	0
161	a maximum of 25 days
162	Half of what they earn at the start of the FY. i.e., if they earn 120 hours (3 weeks) they can carry over 60 hours, with approval of supervisor.
163	0
164	30 days. Employees cease to earn vacation time after 30 days have been accumulated.
165	2 and they must be used in the first week of the new year
166	They can carry 10 days.
167	50% of the previous years vacation
168	2 weeks - 1-6 years of employment 3 weeks - 7-10 years 1 extra day each additional year after
169	You are not allowed to carryover any vacation days. Zero
170	20 days
171	one year's worth
172	A maximum of five vacation days may be carried over with the approval of the Executive Director for use in the first quarter of the employee's next year of service. The Executive Director's vacation time may be carried over with Board approval.
173	none

174	0
175	15 or 20 depending on years of work
176	The most we can have is 240 hours
177	0
178	50% of their annual allotment.
179	Half of what they have for the year. So if you have two weeks a year of vacation you are able to carry over one week.
180	5
181	5
182	Earned vacation can accumulate to 25 days, anything over that not used at year end is lost.
183	5
184	10 days over yearly vacation days
185	5
186	10
187	Double of what is allotted - i.e if you get 10 days per year, you are allowed to bank 20 days max.
188	0
189	40 hours
190	They can carry up to 2 years of vacation time.
191	10
192	0
193	none
194	5
195	Anything left over
196	Up to 10
197	25
198	No more than two weeks over the yearly allotment: Employees with 1 - 5 years of service receive 2 weeks/yr, 6-10 years receive 3 weeks, 11+ years receive 4 weeks.
199	Push for none, will allow 1 week
200	Staff is strongly encouraged to use their vacation time in the fiscal year it is earned. If carryover is necessary, only an amount equal to one-half of their credited vacation for the fiscal year may be carried over to the next fiscal year with Division head approval.
201	No more than 2 weeks more than the allotted yearly vacation time.
202	5
203	10
204	5
205	Employee are allowed to carry 150% of the time they are eligible to earn at any time. As an example, an employee who can earn 2 weeks a year may carry up to 3 weeks at any time. Vacation is earned and credited monthly.
206	0
207	one half of their time and must be used by 3/31 the next year
208	0
209	maximum of 40 days at any time on the books.
210	NONE
211	10
212	10 days can be carried and must be used within 60 days of the new year.
213	25
214	Only the Director can determine if days are carried over. I make my staff take all of their time before that can happen. I do not allow vacation in the month of April. This is the busiest time of the year and they all understand.
215	They can carry up to days at any time.
216	7
217	up to those received
218	all within a certain amount of time. usually within 2 months
219	None - unless you get prior approval from the Director who has and will grant in some circumstances
220	5 days to be used within the first quarter
221	none
222	None

223	all days, they accumulate and carry over until 320 as a max
224	half of their earned time in that fiscal year.
225	They are only allowed to carry over days upon approval of the Director. It is a case-by-case basis. I guess the max would be 2 weeks with the understanding it was going to be used in the next year.
226	0 unless special request approved by Executive Director
227	2 years worth
228	Annual leave earned must be used by the end of the following year.
229	0
230	120 hours from one fiscal year to the next
231	0
232	Up to 1/2 of what they earned that year.
233	1 1/2 times what they get per year
234	Only the balance of the previous year. That balance must be used by April 30. If not they lose their balance from the previous year. Under an Employment Agreement the Director of Parks & Recreation can carry over 5 weeks.
235	20 - 30 days (Employees earning 10 days per year may carry over 20 days. Employees earning 15 days or more per year may carry over 30 days max.)
236	5 days but must be used by June of the new year
237	0 - unless there is an extreme circumstance
238	Staff can carry over half of what they earn in a year. They can never have more than what they earn in a year plus the half carry over.

2. Do you require full-time staff to use carried over vacation days within a designated period of time?

	Responses	Percent
Yes: 	106	45.3%
No: 	128	54.7%
Total Responded to this question:	234	98.32%
Total who skipped this question:	4	1.68%
Total:	238	100%

3. Within what period of time do you require full-time staff to use their carried over vacation days?

	Responses	Percent
Less than 3 months:	55	52.88%
3-6 months:	12	11.54%
6-9 months:	1	0.96%
9-12 months:	31	29.81%
More than 12 months:	5	4.81%
Total Responded to this question:		104 43.7%
Total who skipped this question:		134 56.3%
Total:		238 100%

4. How many sick/personal days do you allow your full-time staff to carry over?

	Responses	Percent
Responses:	226	100%
Total Responded to this question:	226	94.96%
Total who skipped this question:	12	5.04%
Total:	238	100%

4. How many sick/personal days do you allow your full-time staff to carry over?

Response	Response Text
1	full amount
2	all can carry over.
3	personal days 0 sick build up to 30 then paid at 75% for each day over 30.
4	12
5	depending on their years of service, 30 up to 45 and so on.
6	12
7	As many as an employee does not use within their annual anniversary date, and up to a maximum of 720 hours.
8	Employees can earn up to 60 sick days on a rolling calendar. Once they've earned 60 days no more can be added until they have use up some of their sick time. The District established this policy so employees could enough sick time to make FMLA a paid leave.
9	non- exempt employees- they can accumulate a maximum of 30 days exempt employees- unlimited accumulation
10	12/3.5
11	180 days sick and no personal carry over
12	They are allowed to bank up to 60 sick days. No personal day carry over.
13	Zero
14	Sick days are accumulated 1 day per month. Carry over does not apply. Personal days are not allowed to be carried over.
15	Sick carries over until leaving agency. Personal days do not carry over.
16	Ours accumulates to Maximum of 2000 hours. You may get paid for the amount if you retire.
17	All of them with a maximum of 30 days. Anything earned over 30 in a year is paid out at 50% and the other 50% is forfeited.
18	the can carry over as many sick days up to 160 they cannot carry over any personal days
19	Personal days don't carry over. Sick days carry over but you can only use them in an FMLA situation, you don't get paid out for any that go unused.
20	Sick days - 360 days Personal - no carry-over
21	Sick - all Personal - 0
22	32.5 days
23	The one personal day per year must be used or it is lost. Unused sick days..no limit to the carryover.
24	120 days of sick time
25	None
26	0
27	240
28	Can carry over as many as they like.
29	unlimited
30	90
31	2
32	Unlimited, although the maximum hours that can be applied toward IMRF credit is 1,768 or 221 days.
33	as many as we have
34	all sick days (10 per year) no personal days (3 per year)
35	none
36	Sick accrued to 90 days maximum. No carry over of Personal Days.
37	only sick 12
38	Sick is accumulative up to 90 days. Personal days you lose if you don't use in a year.
39	All sick and personal days
40	Personal - None Sick - Max 120 days
41	We can carry over up to 180 sick days. Personal days not used within a year are converted to sick days

42	They have a maximum of 240 sick days allowed and they have 2 personal days that need to be used by there anniversary or lose them.
43	240
44	eighteen
45	0
46	12 days per year
47	120
48	31
49	14 days can be carried over. We do allow sick days to be cashed in at 50% value at the end of the year.
50	120 days
51	12 sick 0 personal
52	personal days cannot be carried over. Must use within fiscal year or lose. After 5 years of employment an employee - upon the employees retirement as defined by IMRF guidelines, teh employee may elect to receive one third (1/3) pay for accrued but unused sick days. Upon an employees non retirement separation, an employee will not be aid for any accrued or unused sick days.
53	Employees can carry over sick time unlimited; however, they can only use 2 personal days per year. Personal days are part of their sick bank so if they don't use the personal days, the sick time carries over but not the "personal" time.
54	12
55	Sick days may be carried over, personal days may not.
56	Employees may carry sick time until they are no longer employed here. For non-union employees, up to 32 hours of sick time may be used as personal hours annually. If not used, they are treated just like sick time and banked. Union employees can use up to 48 hours as personal time.
57	90
58	36 sick no personal
59	sick can be carried over up to 60 days. no personal time can be carried over.
60	Staff cannot carry over personal days Sick time up to 480 hours
61	Sick days: We receive 12 days per year or 1 per month for full-time staff. We are allowed to accumulate to 480 days. One half of the accumulated days are to be paid out upon retirement.
62	Personal days do not carry over. They must be used within the year. 4 are given per year. Staff may carry over 60 days of sick days. (5 year max.)
63	None
64	Staff can earn up to 120 sick days, after that they can receive a payout for six days every year after they reach 120 days. To reach 120 days they must work here for 10 years and not have taken a single sick day off.
65	Personal days have to be used by end of year. Sick days carry over
66	Personal days do not carry over. Sick days can be earned up to 105 hours of sick time. However, for purposes of IMRF an employee can accumulate up to 240 days.
67	Sick works same as vacation - maximum is 60 days, but anything over that is held in a retirement bucket to be applied at retirement for earned service credit with IMRF. Personal days are 3 per year (pro-rated for less than 40 hours or hired mid-year). Those are use it or lose it per calendar year.
68	0
69	up to 28
70	30 sick days. They can recieve a 1/2 pay payout for up to 27 days annually. They can also bank them for IMRF service credit up to 240 days. 3 personal days a year must be used or they are lost.
71	They receive 7 per year, can carry over all 7. They cannot accumulate more than 120 total over time.
72	12 sick days per year up to a maximum accumulation of 16 days. Days in excess of 16 will be placed in reserve account and may be used toward IMRF service credit as determined by IMRF policies. . . up to 240 days.
73	0 Personal Days can be carried over Sick days continue to ccumulate annually
74	Personal days do not carry over. Sick days can accrue to 240 days.
75	Unlimited
76	None
77	All of them. If they retire from the park district than they must use thier sick time towards IMRF credit, 1920 hours and than we will pay 50% of hours up to 480.
78	120 hrs.
79	zero personal days. Up to 5 sick days not to exceed 15
80	Maximum accumulation - 240 sick days
81	Sick leave accrues at the rate of 1 day per month to a miximum of 120 days. Paid sick days over the 120 day limit will be accrued toward service credit with IMRF for retiring employees.
82	0
83	personal days do not carry over any unused sick time may be carried over
84	120 and then they get a pay out of half

85 up to 400 hrs (bank)

86 30 days vacation unlimited sick time as there is no payout.

87 none

88 All unused sick days

89 up to 240 days

90 none

91 Sick leave may reach a maximum of 240 hours working days. Personal days cannot be carried over.

92 Personal days cannot be carried over. Sick leave is carried over to a maximum of 250 days. May request payment or paid vacation after accumulating 30 days. Percentage of payout is based on length of service.

93 30 days for full time hourly, unlimited for salaried staff

94 EARN 10 DAYS PER YEAR, CAN CARRY UP TO MAX 30 DAYS

95 20

96 9 days with a max of 160 hours to accumulate in a sick bank

97 Accumulated sick days are banked until 60 days. After 60, the employee is paid for 1/2 of the unused sick days accumulated that year.

98 no personal; sick days max at 400 hours that will be paid out if you leave.

99 0

100 None to carry over but accumulate up to 60 days

101 Cant' carry over personal days Sick time-120 days

102 60 days are allowed for active usage. Unused days in excess of 60 are still tracked and counted up to 240 days to be used toward IMRF retirement.

103 Personal days can not be carried over and our sick is also in hours and they can carry over as much as they accumulate.

104 Zero

105 720

106 0

107 Employees accrue 12 sick days a year and can have up to 120 days in their bank. For personal days, employees get 3 days each fiscal year and cannot carry them over into the new fiscal year.

108 102 days

109 sick days accrue each month and do not "carry over"

110 Zero personal days. Sick days roll over up to 280 hours

111 20

112 personal days do not carry over/ sick unlimited accumulation

113 5 personal days are given to each FT employee after 1 year of employment and reissued upon anniversary date. They have to use them within 1 calendar year or the days are lost. 12 sick days are given to each FT employee. These continue to accrue for usage purposes, but are never paid out upon departure.

114 none

115 personal days do not carryover sick days may carryover a max of 180 days

116 Any unused sick time up to 480 hours.

117 ALL UP TO 240

118 36

119 We have a maximum allowed of 12 days. Once the employee reaches 12 sick days, they just carry over.

120 all sick & personal

121 0

122 Staff can accrue 12 sick days per year. They can't have more than 30 on the books. And they are all worth zero dollars.

123 0

124 none

125 Again, it is a PTO bank that can have a maximum of 280 hours in it (35 days).

126 36

127 none

128 See answer on #1, a maximum of 280 hours for all benefit leave.

129 Sick up to 90 no cash value when leaving district Personal days can not be carried over

130 Personal days may not be carried over. Sick days may be accumulated up to 21 days, the balance are lost.

131 All 12 that are earned during the year. The max accumulation is 240 days

132 30 total sick days can be banked. Up to 12 a year. Cannot carry personal days over. Use or lose.

133 12 up to a maximum bank of 120 days




134	all up to the max level of 50 days
135	0
136	60 days
137	30 days
138	vacation - 2 years of accrual up to a maximum of 48 days sick - up to 1 calendar year
139	personal days cannot be carried over maximum sick time days is 120
140	They can carryover all of their sick time each year until they hit 240 hours. However the following year they receive another 80 hours up front giving them a total of 320 hours. If that 80 overage is not used within that year then they lose it. If they leave the organization they can only be paid out for a maximum of 240 hours. If they leave the organization and they had 240 hours or less then we take back the 80 hours from the beginning of that year and then pro rate to the day they leave.
141	All full-time employees receive 10 sick days per year. New employees hired after the start of the fiscal year will receive a prorated amount of sick days for the remainder of the fiscal year based on the actual starting date. Unused sick leave can be carried over to the following year up to a total of 125 days. Accumulated sick time over 125 days is not available for use by employees. All unused sick time may be applied towards retirement credit.
142	120 days
143	0 personal days, sick days will carry over
144	unlimited
145	They can accrue up to 480 hours (60 days) total.
146	Up to 240 sick days. 2 personal days are given per year and lost if not taken within that year.
147	90 days
148	no personal days can be carried over. Suck time accrues up to a max of 120 days
149	max of 400 hours total
150	no personal days carry ovr as much sicktime as accrued can be carried over
151	35 sick days 0 person days
152	180 days
153	Unlimited for sick. Zero for personal.
154	0
155	240 sick days/0 personal days
156	NA
157	You carry 90 sick days no more. Personal days must be use within the calendar year.
158	zeor
159	sick - unlimited personal - none - use ithem or lose them
160	Sick- as many as they have earned Personal - Zero
161	sick - can accumulate up to 240 days personal - 0
162	Unlimited sick and zero personal days
163	Personal Days may not be carried over without Board approval. Sick Days may be carried over.
164	none
165	all sick days, no personal days
166	We have a PTO system which combines sick/vacation into one catagory.
167	Our sick time keeps rolling, you do not receive it if you leave the agency. However if you retire from the agency you are able to use it for your health insurance.
168	0
169	Unlimited
170	We are allowed to bank up to 40 days. Each year we receive 48 hours of sick time.
171	12 sick days
172	sick - unlimited; perosnal days - 0
173	Sick days can accumulate to a maximum of 240 hours (30 days). Personal days (2 given each year) do not carry over.
174	90 sick days
175	10
176	sick = max 120 personal = 0
177	0
178	They earn one day per month and can accumulate up to a maximum of 130 days or 1,040 hours.
179	no limit on sick, they can add it to IMRF. Personal, Holiday & Fitness has a max of 8 hours you can carry over to the next year.
180	250

181	0
182	none
183	90
184	The max allowed is 60, anything over that you lose them.
185	They are allowed to carryover up to 120. Then they can elect to take 50 percent of the carryover in cash, with the remainder able to be applied to IMRF service credit
186	240
187	Sick days are issued 1 per month. 90 days is maximum and may be carried over. Sick days in excess of 90 days is converted to half a vacation day and added to the vacation day total.
188	personal = 0 sick whatever they don't use
189	Staff receives 3 personal days per year and are not allowed to carry over unused personal days. Staff receives 7 sick days per year and are permitted to carry over unused sick days up to a maximum of 60 sick days.
190	Maximum of 90 days, then they are converted to vacation time at a rate of one sick day to one-half vacation day
191	Personal days do not carry over from one calendar year to the next. Sick days are accumulated up to 60 but anything over 60 days goes into their 'bank' toward IMRF retirement calculations.
192	up to 240.
193	Sick days are unlimited. Personal days are not permitted to be carried over and must be used within the year.
194	Employees may accumulate up to 120 days of sick time.
195	25
196	none
197	0
198	0
199	NONE
200	120
201	All sick bank can be carried over up to a max of 280 hours. Hours in excess of 280 will go into the sick bank. Personal time can only be carried over if approved by the employees immediate supervisor and or the Executive Director.
202	Sick is unlimited Personal none
203	Personal days are like vacation days they are not carried over with out the permission of the Director. Sick day are carried over from year to year. We get 12 days a year and some staff uses all 12 days.
204	Up to 240 days.
205	24
206	180
207	full-time employee may accumulate and bank up to a total of ninety unused sick days. All unused sick days up to the establishment of a bank of thirty sick days must be carried over into the next calendar year. Following the establishment of a bank of thirty sick days, an employee may either carry over all unused sick days for that calendar year or may be paid for fifty percent of unused sick days for the calendar year.
208	sick days not carried over; however, are built up for IMRF future retirement encouraged to use personal days during the year
209	as many as they want
210	none
211	all sick days , personal days do not carry over
212	personal - none, sick - all
213	0 personal days sick days can accumulate with no limit
214	No personal days. Sick Days can be accumulated up to 240 days
215	30 days worth
216	Unlimited
217	no personal all unused sick time
218	0 personal days 40 hours of sick time
219	0 Personal days. 10 sick days
220	Personal days may NOT be carried over. Sick days can be carried over up to 960 hours.
221	AT any given time you can not have more than 1 1/2 times what you have earned
222	Max is 240 hours
223	250 days max.
224	cannot carry over personal days, sick days accumulate year after year (set up as a short term disability program if needed)
225	FT employees are granted 12 sick days per year based on their regular work schedule, at the rate of one per month, up to a maximum accumulation of 36. Personal days are not allowed to be carried over.
226	None

5. Does your agency have a sick time payout policy?

	Responses	Percent
Yes:	117	52%
No:	108	48%
Total Responded to this question:	225	94.54%
Total who skipped this question:	13	5.46%
Total:	238	100%

6. How is your sick time payout policy structured?

	Responses	Percent
Full payout at salary rate: 	23	20.35%
Partial payout (Please indicate rate in the box below.): 	90	79.65%
Additional Comments: 	95	84.07%
Total Responded to this question:	113	47.48%
Total who skipped this question:	125	52.52%
Total:	238	100%

6. How is your sick time payout policy structured?

Response	Comments
1	Payout policy is only for non-exempt employees. They are paid out annually for any days in excess of 30 at 50%.
2	up to 120 sick days will be paid upon retirement from agency only.
3	75% for each day over 30
4	For non- exempt only- 50 % of unused days in excess of 30 days
5	25% of the unused annual accrual after 90 days of accumulated sick days. A maximum of 3 days paid out at the regular rate of pay.
6	upon retirement employee could take 1/4 pay or 1/2 towards major medical coverage costs until 65.
7	\$0.00 dollars for payout of unused sick time.
8	\$2.00 per hour only
9	Anything over 30 days is paid out at the end of the year at 50%. The other 50% is forfeited (goes toward IMRF service credit).
10	After an employee has accrued 360 hrs, the employee can receive 25% compensation for hrs beyond that amount. Max. 80 hrs. per year.
11	unused sick days..up to 220 applied at retirement to imrf service credit; otherwise, any unused sick days at retirement are paid out at \$10.00 per day. Other than at retirement, employees are not paid anything for unused sick days.
12	After accruing 360 hours you could receive 25% of your pay for any sick hours not taken during the year. The max you would get pay for during any year is 2.5 days since we earn 10 sick days a year.
13	In line with IMRF structure. Employees with 60 or fewer sick days are not paid out.
14	12 days/year issued; if zero used then three days pay will be received; if three or less days used then two days pay will be received.
15	Employees are only paid for personal leave at retirement. An employee may accumulate a maximum of 90 days. Upon retirement the employee is eligible for 50% of the leave.
16	Must have at least 30 days that they keep. Anything over 30 days will be paid at as 1/3 of a day. Say you have 45 days. You keep 30 and request 15 days which you will receive a check for 5 days. You must also have been an employee for 5 years.
17	Up to 10 sick days (the amount allotted each year) can be sold back at 50 cents on the dollar only after the employee has accumulated and maintains a balance of 30 sick days.
18	25 % after you over accumulate over 45.
19	It is paid out at 50% for example if a staff person is issued 10 sick days at the beginning of the year and don't use any, they can get reimbursed for 5 days
20	\$75 per day
21	1/4 pay for every accumulated sick day
22	25% of accumulated sick days @ compensation paid at termination
23	50%
24	At end of employment no payout on sick days. At the end of each year an employee can turn in a maximum of 10 sick days at 50% pay.
25	50 % after three years of employment
26	After accruing 90, you can cash one day in for 25%pay. Nothing is paid on the first 90, not even when you leave the agency.
27	Partial payout on retirement - see question five. We also have an end of the year incentive. At the end of each calendar year a full time employee may receive payment of up to five days of unused sick leave that has been accrued and accumulated during the calendar year. This must be requested on an appropriate form and approved by Dept Head and Exec Director .
28	Should an employee leave the agency, they are paid 1/4 of their accumulated sick time.
29	payout of sick time is only at death, retirement, or resignation. If you die while working, 100% of sick time is paid to the estate if the employee has worked 20 years or more, 50% if worked less than 20 years. If an employee resigns and has 8 years of service or more, they can move 25% to employee health savings, if 25 years of service or more, they can move 50% to health savings. Employees with 10 year of service may get 25% of their sick time paid out up to \$1,000.
30	full payout up to 75 days at retirement half payout up to 75 days upon resignation
31	1/2 accumulated up to 18 days (1/2 of 36)
32	IMRF addition, staff are not compensated directly
33	Any sick days over 60 - the employee will receive payout for 1/2 and the remainder is applied to IMRF.

34 See question 4

35 1/2 the pay

36 If you leave the Recreation Department before retirement You recieve nothing. If you retire, the unused sick time may be applied toward the payment of health insurance.

37 same as question 4

38 50%

39 Upon retirement the employee can use any or a portion of thier unused sick days towards IMRF and/or be paid 15% of reaming sick days at the employee's then rate of pay. Upon seperation, an employee will not be paid for any accrued or unused sick days, except in the case of retirement.

40 After 3 years of employment an employee may elect payment for 50% of unused sick leave up to a 60 day maximum benefit not to exceed 30 day's pay.

41 half if none are used that year

42 Conversion to vacation days by employee choice once year may after an accrual of 35 days, the employee may request that 1/2 of the time be changed to vacation time

43 unused sick days from prior fiscal year are paid at 1/2 rate within the first month of each fiscal year

44 Payout based on length of service: 5-7 yrs at 50% 8-10 yts at 67% 11-15 yrs at 75% 16 & over at 100%

45 50%

46 WE WILL COMPENSATE INDIVIDUAL UP TO MAXIMUM 30 DAYS ACCRUED SICK TIME EARNED

47 Max 400 hours

48 3 days of pay if none taken of 12 1 day if 1-3 days taken

49 They get paid at full salary rate for the first 440 hours and then half salary rate for any above the 440 hours.

50 5-9 years receive 25% payout. 10+ years receive 50% payout.

51 1/3 of hourly rate

52 No payout for anyone. This includes the Executive Director. It made me pick one of the options above, but none of the options fit our agency.

53 We pay for unused sick days each year on December 15.

54 Retiring employees are paid one- fourth of their unused accumulated sick leave

55 half the accrued time after ten years paid to employees. All unpaid non used sick time counts towards IMRF service credit

56 Upon the employee leaving the employment of the Park District, sick days are paid out.

57 75% payout on unused sick time at the end of each fiscal year. No roll over allowed

58 Neither...our policy states we do not pay out for sick days.

59 \$20 each day of sick leave accumulated or may be credited to IMRF to gain service credit.

60 Any unused benefit leave days up to 280 hours are paid out at the end of employment at current salary.

61 Not paid out

62 graduated payout % depending on amount of hours banked up to a maximum of 40%

63 half rate

64 Sick time is only paid out for the executive director. He/she is allowed to accrue unlimited amount of sick time and will be paid out at the salary rate. All other employees do not have sick time payout per policy.

65 25% at retirement

66 See answer to question number 4

67 You are allowed to take it toward your retirement as per IMRF guidelines

68 25% max up to 7 days

69 choice of 1/2 pay for any unused days or accumulate toward 180 maximum for retirement at time of retirement an employee may choose getting 1/4 pay for days or 1/2 value toward insurance compensation until age 65

70 An employee that uses less that 3 sick days in a calendar year has the option of receiving payment for the difference between 3 days and the actual time used. This time would be subtracted from the employee's accumulated sick leave. Upon IMRF retirement, employees have the choice to be compensated for their accumulated sick days at 50% their current rate, convert to IMRF service credit or a combination of the two.

71 If employee has worked for District for over 5 years - receives 1/4 of total sick pay or can use days to buy IMRF time

72 3 sick days will be paid as one day

73 only for personal time

74 50% of sick days up to 45 days

75 no pay outs, days can be credit for IMRF towards retirement

76 We do not pay for any unused sick time when an employee leaves the District

77 no payout, but unused days can be applied towards IMRF credit

78 50% pay for days over 120 or 100% if applied towards retirement.

79 1 day for every 3 days of sick (1/3 the rate) only at the end of the year and you have to be here for 5 years and only if you have more

	than 240 hours
80	Pay back 50% over 120 days.
81	Paid sick days existing at the time of separation from the District are lost.
82	If an employee resigns they are paid 1/2 or what they have on the books. If an employee retires they are paid all they have on the books upto 1080 hrs.
83	I do not remember how it works but will find out and send it to you.
84	1/2 pay on any days over 240. The maximum payout is 12 days at 1/2 pay per year.
85	paid out at 3/4 %
86	\$75/day for days in excess of 60, paid into 457 plan
87	\$75/day for days in excess of 60, paid into 457 plan
88	50% to employee and 50% to IMRF retirement benefit
89	once an employee has accumulate 240 hours of sick time, they have they have the option to exchange their upcoming awarded sick time for 50% of pay - in other words, each full time employee receives 10 sick days per year, if they accumulate over 30 days of sick time, they they have the option to receive 5 days paid out instead of 10
90	After 24 sick days, employee may receive 1/2 pay for any days earned but not used in that current year. If none of the 12 issued sick days were used, an employee could receive 6 days of pay for exchanging all 12 days earned and unused.
91	We payout any sick time over the allotted 30 days at 75% of the employee's salary rate.
92	Each year you are allowed to buy back up to half of the hours to carry over . After 20 years of service the hours of sick time in the bank can be credited towards years of service
93	not sure of the payout rate
94	Administrative staff 40% Supervisory staff 25% Reg Full Time 15%
95	Employees who use less than 3 days of sick leave in a calendar year have the option to request reimbursement of the difference of 3 days and the number of sick days used.
96	Each year we can turn in 3 days of sick time for full payout.