

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 180.1 through 180.3	Page 1 of 1
	SUPERSEDES: May 5, 2016	DATE ISSUED: May 24, 2016
SUBJECT: Annual Leave & PTO Payout	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

180.1 General Provisions

It is the objective of the County to allow employees who have accrued annual leave or PTO to request a payout of up to one workweek of annual leave per fiscal year. Payout shall be subject to departmental budgetary restrictions.

180.2 Annual Leave & PTO Compensation

Employees must submit an annual leave/ PTO payout request to his/her Department Director at least one month prior to payout. Upon approval of both the Department Director and County Administrator, and receipt of the documentation in the payroll office at least two weeks prior to the pay date, employees requesting such payout will receive compensation during the first pay period of the month following their request. The County Administrator, at his/her discretion, shall designate the month(s) for payout and so notify employees of the designated month(s). Employees shall only receive payout for time accrued prior to request.

Employee is eligible for payout only if the employee has taken a minimum of one workweek of paid annual leave or PTO within the prior twelve-month period.

In accordance with FLSA, this benefit is a matter of agreement between the County and the employee.

180.3 Distribution of Annual Leave & PTO Payout to County Employees; Employee Acknowledgement

A copy of the Annual Leave & PTO Payout shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.