



OFFICE OF THE SARATOGA COUNTY TREASURER

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Effective: January 1, 2019

From: Saratoga County Treasurer's Department

RE: Vacation Leave (Article IX) of the contract between the County of Saratoga and Civil Service Employees Association for **employees with at least 28 sick days and 15 years of service**

Upon completion of fifteen (15) years of service, employees who have at least twenty-eight (28) sick days in his/her bank on his/her anniversary date may convert three (3) sick days to five (5) additional vacation days.

These five (5) and three (3) days will not be added/removed automatically. The employees must notify the Treasurer's Office thirty (30) days prior to his/her anniversary date that such benefit is wanted. This process must be completed annually.

Please complete and return to Payroll, located in the Human Resources Office.

Add five (5) vacation days. Take away three (3) sick days.

Department _____ Date _____

As of the most recent pay period:

Number of sick accrual hours available: _____

Number of sick days available: _____

Print Name: _____

Signature: _____

Anniversary Date: _____