



OFFICE OF THE SARATOGA COUNTY TREASURER

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Effective: January 1, 2019

RE: Vacation Leave (Article IX) of the contract between the County of Saratoga and Civil Service Employees Association for **employees with at least 150 sick days in his/her bank**

Any Employee with at least **one hundred and fifty (150) sick days** in his/her bank on his/her anniversary date regardless of years of service, may receive an additional five (5) days of vacation in exchange for five (5) sick days.

These five (5) vacation/sick days will not be added/removed automatically. The employee must notify the Human Resources Office thirty (30) days prior to his/her anniversary date that such benefit is wanted. This must be submitted annually.

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

Add five (5) vacation days. Take away five (5) 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: _____