



## Frontload Vacation Agreement

Effective July 1, 2023, Clackamas County provides eligible newly hired employees the one-time option to elect to have their first years' worth of vacation leave frontloaded into their vacation leave bank. Frontloaded vacation is considered a loan until the employee has otherwise accrued the equivalent amount of leave. The employee will earn the equivalent leave at a rate determined by policy and/or Collective Bargaining Agreement on the first of each month following one calendar month of employment.

Under this Frontload Vacation Agreement, eligible new hires that select this option will have one years' worth of vacation available to them for use immediately upon hire, rather than waiting for vacation to accrue on a monthly basis before it is added to their leave banks and available for use. This option is made available for the benefit of an employee who chooses to frontload their vacation. The use of vacation will still be subject to department policies and business needs and applicable collective bargaining agreements.

### Program Details

The following program details apply to new employees who elect to participate in the frontloaded vacation option:

- Employees must complete this form and submit via [Finance-Payroll@clackamas.us](mailto:Finance-Payroll@clackamas.us) within one (1) week (7 calendar days) following their date of hire to elect the frontloaded vacation option. Failure to return this form within the stipulated timeframe will result in defaulting to the standard monthly accrual method.
- Employees will have (1) years' worth of vacation available for use immediately upon hire.
- Employees will start accruing vacation leave on a monthly basis effective the first day of the month following their first year of employment.
- Frontloaded vacation hours are based on the employee's assigned FTE and prorated for part-time positions.

Frontloaded vacation leave is subject to some limitations. If an employee separates from employment in their first year, they will only be paid for the vacation they would have accrued and have not used. Additionally, frontloaded vacation cannot be used in Clackamas County's Vacation Sell-Back Plan. Finally, if an employee uses more vacation than they would have otherwise accrued under monthly accruals, the employee agrees to allow for a deduction from their final paycheck of the wages paid pursuant to the use of frontloaded vacation leave beyond what the employee would have accrued on a monthly basis.

For additional information around vacation frontloading, please review [EPP 66 – Vacation Leave Policy](#) and the Vacation Frontloading [FAQs](#).

## Attestation

I understand that by signing and returning this document, I'm choosing the frontloaded vacation option for the first year of regular employment. If I leave County employment, for any reason, prior to the end of the first year:

- I will only receive a vacation payout equivalent to the amount I would have otherwise accrued per each full month of service, less any hours used or donated per the Donated Leave program, and;
- If I have used or donated more paid vacation time than I would have accrued during my time of employment, I authorize the County to deduct **the cost of the unearned/loaned vacation hours used from my final paycheck. In the event there is not enough funds in my final paycheck, I will be responsible for repayment to the County for any outstanding balance.**

Employee Signature: \_\_\_\_\_

*\*Signature must be a legal signature – digital or “wet”*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## For Payroll Use Only

Date of Hire: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date form received: \_\_\_\_\_