

1. Can I choose which incentive I receive?

The incentive you are eligible to receive is governed by the *COVID-19 Vaccine Incentive Program Side Letter Agreement* to your [MOU](#). Depending on your bargaining unit and type of position (e.g., regular, per diem or contract), you may either receive up to 32 hours of vaccine leave **or** a one-time cash payment. In no instance will an employee be eligible to receive both the leave time and cash incentive.

2. How do I use my vaccine incentive leave?

The vaccine incentive leave will be administered and used in the same way as Vacation/Annual Leave. The Time Reporting Code (TRC) to use for vaccine incentive leave is **COVIP**.

3. Why am I getting less than 32 hours?

Employees who work a standard tour of duty less than 36 hours per week will receive 16 hours of vaccine incentive leave.

4. Can I cash out my hours?

Yes. You may request a **one-time** cash-out, in increments of eight (8) hours, to be paid in any one of the following pay periods: PP 3/2022, PP 8/2022, PP15/2022, or PP21/2022. Leave hours will be cashed-out at the employee's then current base rate of pay.

Pre-designation is not necessary to cash-out vaccine incentive leave. However, you will need to complete a *COVID-19 Vaccine Incentive Program Leave Cash-Out Request* form found [here](#).

5. What is the deadline to submit the request for cash-out?

Requests must be submitted in accordance with payroll processing deadlines in order to receive the cash-out. Due dates for each cash-out period are as follows:

Cash Out Pay Period	Deadline Due to HR-Employee Benefits	Pay Day
PP3/2022	January 25, 2022	February 9, 2022
PP8/2022	April 5, 2022	April 20, 2022
PP15/2022	July 12, 2022	July 27, 2022
PP21/2022	October 3, 2022	October 19, 2022

6. Is the cash-out of leave hours compensation earnable (i.e., compensation that may be included in the Final Average Salary used to calculate retirement allowance for Tier 1 employees)?

No. Any vaccine incentive leave hours that are cashed out will not be compensation earnable for Tier 1 employees. Additionally, leave cash-outs are never pensionable for Tier 2 employees.

7. Can I request that the cash-out pay into my salary savings accounts (i.e., 401(K) or 457(b))?

No. The hours are not payable to a salary savings account.

8. If I use my vaccine incentive leave instead of or in addition to vacation time, will it count toward my leave cash-out option in 2023 as provided in my MOU?

Yes. Utilization of vaccine incentive leave will count toward your cash-out option(s) provided by your applicable MOU (e.g., If you are in the Supervisory Unit and use 50 hours of vacation leave and 30 hours of vaccine



incentive leave in 2022, you will be eligible in December 2022 to predesignate to cash-out up to 60 hours of vacation leave in 2023).

9. What happens to my incentive hours if I do not use them by the end of 2022?

Unused hours at the end of the last pay period of the 2022 calendar year will be automatically paid at your then current base rate of pay.

10. What happens to my leave time if I separate from the County before the end of 2022?

Unused hours at the time of separation will be paid at your base rate of pay upon separation.

11. What happens to my leave time if I move to a different position (e.g., promotion, transfer from regular to per-diem, etc.) before the end of 2022?

Unused hours will transfer with you to your new position as long as new position is also eligible for vaccine incentive leave.

12. I am a per diem/contract employee who received a one-time vaccine incentive payment. Is this cash incentive compensation earnable or pensionable?

No. The cash incentive is neither compensation earnable nor pensionable.

For more information about the vaccine incentive program, please contact EBSD at ebzd@hr.sbcounty.gov