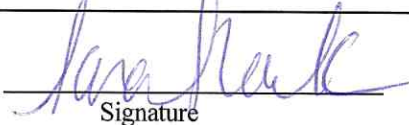


COMMISSIONER'S AGENDA ITEM COMMENTARY

<b><u>SUBMITTED BY</u></b>	<u>Human Resources</u> Department	 Signature
<b><u>AGENDA DATE</u></b>	September 30, 2025	
<b><u>SUBJECT</u></b>	<u>Chapter 13, Vacation Leave Cash Out</u>	
<b><u>ACTION REQUESTED</u></b>	<u>Review amended Chapter 13 policy and approve.</u>	

**SUMMARY/BACKGROUND**

13.5.6.5 An employee may submit a written vacation leave cash out request in April and/or (current November) October of each year. The payment for cashed out vacation leave will be included in the employee's next regular paycheck or direct deposit.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Please review and acknowledge amended changes to Chapter 13 and approve.

**LIST ATTACHMENTS**

Chapter 13.5.6.5 Vacation Leave Cash Out

### **13.5.6 VACATION LEAVE CASH OUT**

Employees may cash out accumulated vacation leave each year, subject to the following conditions:

**13.5.6.1** An employee may cash out no more than eighty (80) hours of accumulated vacation leave per calendar year.

**13.5.6.2** After cashing out, an employee must have a minimum of forty (40) hours remaining in the vacation leave bank.

**13.5.6.3** An employee must use at least forty (40) hours of vacation leave (excluding donated leave) during the calendar year. Eligibility for annual leave cash out will be based upon the vacation leave balance and planned usage of vacation leave at the time of the employee's written request. If the employee's cash out is less than eighty (80) hours, then the leave usage shall be prorated based on total hours cashed out.

**13.5.6.4** Only vacation leave hours which have been accrued prior to the time of the employee's written request for cash out will be counted when determining cash out eligibility.

**13.5.6.5** An employee may submit a written vacation leave cash out request in April and/or October of each year. The payment for cashed out vacation leave will be included in the employee's next regular paycheck or direct deposit.

**13.5.6.6** The cash out rate of pay for vacation leave will be the employee's current base pay on the date the cash out payment is made (i.e., the next payday).

Dated this 30 day of September, 2025.

ATTEST:

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**



Heidi R Penner  
Clerk of the Board

[Signature]  
Asa Leckie, Chairman

[Signature]  
Brian Nichols, Commissioner

[Signature]  
Robert Farris, Commissioner

Aye 3  
Nay 0  
Abstain 0  
Absent 0