

SUPERIOR COURT

COUNTY OF KERN



REQUEST FOR TERMINAL VACATION

Superior Court of California, County of Kern Personnel Policies and Procedures Manual, page 50, allows employees to utilize terminal vacation in accordance with prescribed County policies and procedures.

Terminal vacation is a special pay status established by Section 3.32.170 of the Kern County Ordinance Code available for employees as they transition into retirement. Eligible employees may voluntarily elect to enter into this special status. Employees on terminal vacation status are employees of the Superior Court of California, County of Kern, only for the purposes of exhausting accrued vacation earned but not taken. The employee's position is deemed vacant on the date of commencement of the terminal vacation.

PROCESS

An employee electing to enter into terminal vacation status will:

- Complete and sign the "Request for Terminal Vacation" form (attached);
- Submit the form to the Superior Court of California, County of Kern's Human Resources Department located at 1415 Truxtun Avenue, Bakersfield, California, 93301;
- Return to the Superior Court of California, County of Kern's Human Resources Department all Court-owned or issued equipment prior to commencement of terminal vacation; and
- Contact the Superior Court of California, County of Kern's Human Resources Department to schedule an appointment to process necessary paperwork prior to commencement of terminal vacation.

The Superior Court of California, County of Kern's Human Resources Department will distribute a copy of the completed "Request for Terminal Vacation" form to:

- Financial Services/Payroll;
- Assistant Court Executive Officer (Administration, Metro Operations, Regional Operations), as appropriate;
- Employee's Supervisor; and
- Kern County Employees' Retirement Association (KCERA).

NOTE:

Completion of the "Request for Terminal Vacation" form does not relieve the employee from completing any other documents or requirements associated with retirement or leaving Superior Court of California, County of Kern service.



Superior Court of California, County of Kern's Human Resources Department
1415 Truxtun Avenue
Bakersfield, California 93301

RE: Terminal Vacation

Effective at the end of my shift on _____, I have chosen to commence terminal vacation, which will end on _____. This date will be my official retirement date. I understand that upon the commencement of terminal vacation, the following conditions will apply:

1. I will be an employee of the Superior Court of California, County of Kern for the purposes of exhausting my accrued terminal vacation earned but not taken, and, except for the payment of compensation owned to me during such terminal vacation my position shall be deemed vacant on the date of commencement of the terminal vacation.
2. I will no longer possess the powers associated with my vacated position while on terminal vacation.

I will turn in all Court-owned or issued equipment prior to the commencement of the terminal vacation. I understand that my election of terminal vacation is irrevocable.

Print Name: _____

Social Security Number: _____

Signature: _____

Date: _____

xc: Financial Services/Payroll
Assistant Court Executive Officer
Employee's Supervisor
Kern County Employees' Retirement Association (KCERA)
Employee's Personnel File