

Procedures for Earned Time Off /Extended Illness Bank Payouts

Several factors determine the ETO/EIB payout. You will need to know the following information before you can determine the payout amount:

- What level of ETO the employee currently receives.
- The Max payout for that level.
- Service date – needed to verify retirement.
- Birthdate of employee – needed to verify retirement.
- Did the employee give proper notice.

Determining ETO balances – How to verify if you need to add an accrual or not:

- Employees who work their entire schedule for the pay period are entitled to the accrual for that pay. This accrual is added to Kronos the Tuesday after approvals are completed, so be sure to add this to your payout amount should you be terminating your employee before this accrual is added to the Kronos system.
 - Go into Kronos and click on the last day of work – assuming any time off is scheduled , go to the accrual balances and make the necessary adjustments to add pending accruals to determine the payout
- If you have an employee who is terminating mid pay period and did not work their entire schedule for that pay period, they are not entitled to any future accruals.
 - You can go into Kronos and click on the last day of work – assuming any time off is scheduled, go to the accrual balances and determine the payout.

Retirement Payouts:

- Non Bargaining who voluntarily terminate their employment in accordance with Jefferson's Policy No. 200.32.Voluntary Resignation, are fifty-five (55) years of age or over and have ten (10) or more years of service as determined by the Employee's Service Date and are eligible, shall receive pay at the time of termination for any ETO accumulated up to the Maximum Accumulated Time allowed for the position as set forth in the ETO Table above. In addition, unless such benefit was not available to the employees prior to the adoption of ETO, they will be paid for any time remaining in the Extended Illness Bank up to a maximum of thirty-six (36) Days.
 - Methodist employees and employees who transfer from Methodist to Main campus with EIB hours are not eligible for EIB payout.
- 1199C employees must be sixty-two (62) years of age prior to being eligible for this pay at voluntarily termination.