



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
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GREG BROCKMEYER  
Director of Administration

September 26, 2018

TO: Amy Utzig  
Director of Employee Relations

FROM: Greg Brockmeyer  
Director of Administration

RE: PROPOSED TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING ACCRUED SICK LEAVE CONVERSION

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook ("EBH") after reasonable notice to and if requested, meeting with interested stakeholders.

Please distribute the following proposed exception to our employees, the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting to discuss further.

Otherwise, if no interested stakeholder raises concerns with the following exception, then it shall become effective as of October 8, 2018.

**EXCEPTION TO EBH:**

**Section 2: Accrued Sick Leave Credit Conversion**

a. Sick Leave Conversion. Any employee covered by this policy who either:

1. dies while a County employee, or
2. retires from County service and, within sixty (60) days of his/her last day paid, applies for a retirement annuity from the Wisconsin Retirement Fund and/or Social Security, shall have his/her hours of sick leave credit, not to exceed one thousand seven hundred forty (1740) hours as of his/her date of retirement or death, converted to a monetary value (referred to herein as his/her "sick leave conversion") equal to the product of his/her hours of sick leave credit, but not to exceed one thousand seven hundred forty (1,740) hours, multiplied by the Conversion Rate (as further defined below) of pay as of his/her date of retirement or death.

The Department of Administration will determine the average hourly rate of filled management employees, the "Average Manager Hourly Rate" for each payroll year. The "Conversion Rate" for an employee will be the greater of their current normal hourly rate or the Average Manager Hourly Rate.

Such conversion shall be made as of the date (referred to herein as the "conversion date") of such employee's retirement or death. Notwithstanding the foregoing, a retiree described in this section may elect, prior to his/her conversion date, to delay such conversion to a later date within the ten (10)-year period following his/her retirement date.

Within a reasonable period after becoming covered by this policy, an employee shall complete and file a beneficiary designation form with the County, on which he/she shall designate the person(s) who shall receive any sick leave conversion balance remaining after the date of his/her death. The final payroll check will be made payable to the retiree's estate, and will be accompanied by the Beneficiary Form for proper distribution.