

**YAMHILL COUNTY  
FLEXIBLE EARNED TIME SELL BACK REQUEST (YCEA ONLY)**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

I desire to sell back (or "cash in") to Yamhill County \_\_\_\_\_ hours of accrued Flexible Earned Time (FET) or accrued vacation time. I understand that hours sold back will be paid in cash as wages based on my existing salary level. I understand that payment will be made as part of my regular paycheck. I will elect, in a space below, which pay period to take payment.

I understand that this request is allowed once each fiscal year and is subject to the following:

1. An employee must have at least one year of continuous service with Yamhill County to be eligible for this benefit.
2. I must maintain a remaining balance of 80 hours after the sell back.
3. An employee with one year to 14 years of continuous service may sell back up to 40 hours accrued FET.
4. An employee with more than 14 years continuous service may sell back up to 80 hours accrued FET.
5. Department head and the accounting division verification is required for exercise of this benefit. The department head must verify that and the accounting division must verify that adequate accrued FET is available to be sold back to the County and the remaining balance is 80 hours or more.

The terms of this procedure are set forth in the collective bargaining agreement between the county and YCEA<sup>1</sup>. If the collective bargaining agreement is changed, this procedure may be modified. By action on April 16, 1998, the Board of Commissioners extended this benefit to other county employees who are not members of YCEA. The extension of this benefit may be rescinded at any time by the Board.

I elect payment to be included with the pay period ending \_\_\_\_\_.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Department Head signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Accounting Division signature

Date: \_\_\_\_\_

<sup>1</sup> Reference: 2012 - 2014 YCEA Collective Bargaining Agreement, Article 8.5 FET SELL-BACK  
(a) An employee with at least one year and up to 14 years continuous service may elect to sellback up to 40 hours of FET once per fiscal year. An employee with 14 years or more of continuous service may sell back up to 80 hrs of FET once per fiscal year. The employee must have a remaining FET balance of 80 hours after the sell back. Said request shall be in writing on a County approved form and Department head approval shall be required. Payment shall be made as part of the regular paycheck.  
(b) Sell back may not be used in conjunction with donated leave.  
(c) Part-time employees. The provisions of this article will apply to part time employees as prorated. Employees selling back FET must maintain a remaining balance of 80 hours after the sell back.