



Kern County Sheriff's Office
Policies and Procedures

TITLE: TERMINAL VACATION		NO: J-700	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: March 4, 2002	REVIEWED: 6/1/2018	REVISED: 4/22/2014	UPDATED: 6/1/2018

POLICY

Terminal vacation is a special pay status established by Chapter 1; Section 120.8 of the Kern County Administrative Policies and Procedures, 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 County of Kern only for the purposes of exhausting accrued vacation earned but not taken. Their position is deemed vacant on the date of commencement of the terminal vacation.

Procedure A: Election of terminal vacation pay status

An employee electing to enter into terminal vacation status will:

- Complete and sign the “Terminal Vacation” form (see attached);
- Submit the form to the Personnel Division Commander;
- Turn in all county-owned or issued equipment to the proper authority prior to commencement of terminal vacation;
- Contact the Personnel Division to schedule an appointment to process necessary paperwork;
 - Appointment must occur prior to commencement of terminal vacation.

The Personnel Division Commander will:

- Distribute a copy of the completed Terminal Vacation form to:
 - Employee’s Chief Deputy;
 - Financial Services Section, Payroll;

Personnel Division;

KCERA (Retirement)

- Place the original in the employee's personnel file.

Directive #A-1:

Completion of the Terminal Vacation form does not relieve the employee from completing any other documents or requirements associated with retirement or leaving county service.

PLEASE ADDRESS ALL COMMUNICATIONS TO THE SHERIFF



1350 Norris Road
Bakersfield, California 93308-2231

Kern County Sheriff's Office
1350 Norris Road
Bakersfield, California 93308

Attention: Personnel Division Commander

Re: Terminal Vacation Administrative P&P Manual-Chapter 1, Section 120.8

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

1. I will be an employee of the County of Kern for the purposes of exhausting my accrued terminal vacation earned but not taken, and, except for the payment of compensation owed to me during such terminal vacation, my position shall be deemed vacant on the date of the commencement of the terminal vacation.
2. I will no longer possess the peace officer powers associated with my vacated position through the Kern County Sheriff's Office while on terminal vacation. Whether or not a peace officer, I will no longer possess any power associated with my duties with the Kern County Sheriff's Office while on terminal vacation.
3. If a peace officer, I will be provided with a "retired" Kern County Sheriff's Office identification certificate (card) subject to the conditions of Penal Code Section 12027 by the Kern County Sheriff's Office.

I will turn in **all** county-owned or issued equipment prior to the commencement of the terminal vacation.

Print Name: _____

Social Security Number: _____

Signature: _____

Dated: _____

cc: Employee's Personnel File