

Human Resources Policy Bulletin Lancaster County

Number: 2026-01

Date: January 8, 2026

Reference:	Title:
County Rule 14.3 Retirement Supersedes Human Resources Policy Bulletin 2019-2	Leave Benefits Upon Retirement Policy

LEAVE BENEFITS UPON RETIREMENT POLICY

I. PURPOSE

To recognize and honor the contributions of retiring employees to Lancaster County, employees are eligible to utilize accrued vacation and other types of leave identified in this policy as part of the retirement benefit.

II. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- A. Last physical day at work – shall mean the last day an employee is physically present at work before retiring.
- B. Vacation – shall mean the employee's accrued and unused vacation balance.

III. POLICY

Employees electing to retire with a non-zero vacation leave balance will designate either accrued vacation leave to be paid out as one lump sum or to use accrued vacation leave after their last physical day of work.

A. Vacation Payout Options

- 1. Employee designates the last physical day at work and receives their final vacation balance as a lump sum in their final paycheck.
 - 2. Employee designates the last physical day at work and uses their Personal Convenience Holiday (PCH) hours, vacation balance and accruals through an established date. The vacation balance and PCH hours, if any, will be paid out on the employee's final paycheck as a lump sum.
- B. The employee may not revoke or change their Retirement Form after submitting it to their supervisor, unless revocation is approved by the Agency Head and Human Resources.

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- C. Retiring employees will continue to receive all County benefits while in a pay status, including holiday pay, vacation leave accruals, sick leave accruals, PCH hours accruals, and bereavement leave. Sick leave may only be utilized in conjunction with the Family Medical Leave Act (FMLA) and in accordance with any applicable collective bargaining unit provisions regarding family sick leave after an Employee's last physical day at work.
- D. Retiring employees may use any remaining Personal Convenience Holiday (hereinafter referred to as PCH) hours immediately after their last physical day of work. In the event the employee's vacation run out crosses fiscal years, employees will not be permitted to use any new PCH hours received.

IV. ELIGIBILITY

- A. Employees will be eligible for retirement upon attaining age sixty (60), or upon attaining age fifty-five (55) and completing ten (10) years of service.

V. PROCEDURE

- A. Employees shall submit a Retirement Form (example below) to their supervisor at least ten (10) working days before their last day of physical work.
- B. Supervisors will forward the written notice when received, and Retirement Form when received to Human Resources.
- C. The Agency may recruit for a retiring employee's position upon receipt of the Retirement Form.
- D. Retiring employees will not have access to their retirement or PEHP benefits until after the effective date of their retirement from Lancaster County.


Barb McIntyre, Human Resources Director

4/14/2026
Date


Christa Yoakum, County Chair

April 14, 2026
Date