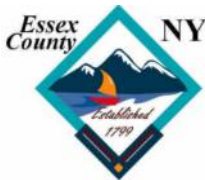


Personnel Department



Jennifer Mascarenas
Personnel Officer
PO Box 217 7551 Court Street
Elizabethtown NY 12932

Erica Sadowski- Personnel Technician/Deputy
Jaime Douglass- Personnel Technician
Christina Slattery- Personnel Clerk

Phone: (518) 873-3360 Fax: (518) 873-3372

2024 PREMIUM ENHANCEMENT PROGRAM PART-TIME BENEFIT EMPLOYEES

- I elect NOT to participate in the Premium Enhancement Programs for the Year 2024.
- I elect to exchange 5 prorated days of my accrued vacation and/or sick leave in return for a credit of \$540.00 to be applied toward my share of the Health Insurance Premiums on a monthly basis. I understand that I must have had at least 15 days of combined sick leave and vacation time on October 31, 2023 to be eligible for the enhancement.

_____ Sick Leave Hours to be contributed

_____ Vacation Leave Hours to be contributed

_____ Total Leave hours to be contributed *

*NOTE: Total Leave to be contributed must equate to 5 days of leave time.

- I have 10 or more years of benefit service with Essex County and wish to exchange 1 additional day of sick leave in return for a credit of \$108.00.

***** A signed October 2023 Time Sheet must be submitted with this form. *****

Print Name

Date

Employee Signature

Personnel Office Use Only

Approved by _____