



CITY OF JERSEY CITY

Office of the Business Administrator

Jerramiah Healy, Mayor
Brian O'Reilly, Business Administrator

280 Grove Street
Jersey City, New Jersey 07302
Telephone: (201) 547-5146
Fax: (201) 547-4833

March 18, 2010

RE: Payment of Accrued Terminal Leave

Dear Sir/Madam:

Each fiscal year the City of Jersey City sets aside funds in a reserve account to pay for the accrued terminal leave of employees who leave the employment of the City. The City has never exhausted the amount of its annual reserve.

This year, however, due to an unprecedented number of employees who elected to retire, the City's current year reserve has been exhausted. The reserve will be replenished in the next fiscal year, commencing July 2010.

Please be advised that the City of Jersey City will pay you your accrued leave, according to the schedule below.

A) \$75,000 or less:	Payment in full	July 2010
B) \$75,001 to \$150,000:	Payment of \$75,000 Balance	July 2010 July 2011
C) \$150,001 or more:	Payment of \$75,000 Balance in two (2) Equal payments	July 2010 July 2011 July 2012

Many employees conclude that it is in their best economic interests to be paid their annual leave in (3) annual payments following the date of their retirement. Therefore, notwithstanding the above payment schedule, you may elect to receive a payout in three (3) annual installments. The first payment, however, would not be more than \$75,000.

In order to be paid in accordance with the above schedule (A, B or C), you do not need to do anything. If you wish to be paid up to \$75,000 in July 2010 with 2 equal annual payments thereafter, you must sign below and returning a copy of this letter to my office no later than May 1, 2010.

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Thank you for your valuable service to the citizens of the City of Jersey City and for your cooperation in this matter.

Very truly yours,


Brian O'Reilly
Business Administrator

_____, elect to receive payment of my accrued leave in
(print name)
in the amount of up to \$75,000 in July 2010 and the balance in [2] equal annual
payments July 2011 and July 2012.

Signature

Date

- cc: Firefighters Association, Local 1066
- Firefighters Association, Local 1064
- Jersey City Public Employees, Local 245
- Jersey City Public Employees, Local 246
- International Union of Operating Engineers, Local 68-68A
- Jersey City Police Officers Benevolent Association
- Jersey City Police Superior Officers Association
- Jersey City Supervisors Association