

**Continuous Improvement Project Interview and Preparation**

Project Manager: Jill Takata and Patricia Prentice

Dept/Division: Human Resources

Project Name: Genera Leave Cash Out Program

* Clarify – not “conversion”, just “cash out”? What happens when someone exceeds 280 hours? Is it use it or lose it? What about cashing out sick time? As a supervisor, I’m worried about someone wanting to take a lot of time off at the end of the year if they can’t cash out vacation time.
* General Leave – maybe get away from this name?

At the end of 2024, it will be similar but different.

Communication shift

Employees could lose vacation time

Narrowing timeframe – please payroll and HR and employees (

Doesn’t have to be exact for 2024

This benefit may be pulled

What does the contract say?

\*Thank Project Manager for being willing to offer this project to the group\*

1. Describe the proposed project. What is start/end point?

Timeline for cash out. Planning out forms, communication, dates, etc.

Cash or deferred comp, 100% of pay? An entire paycheck.

Vacation – up to 48 hrs, plus an additional 32 if you don’t use up more

Sick leave -

1. What are the main challenges of the process? If you could summarize the issue in one sentence, what would it be?

Timing – esp with other end of year processes, people taking time off/sick time at that time of year.

1. What do you hope this process looks like in the future?

Every employee understands perfectly, completes form on time, do the math correctly, not go into the red.

“accured but unused”

Use of sick leave

During the last pay period of the year – is this for receiving the pay or calculating the time? Is the intent to pay out in the last pay period of the year?

1. Who are the individuals/workgroups who touch the project? Does this process touch external customers? Do you have a sense of how open the stakeholders are to change?
2. Is this a process that would benefit from a Gemba walk for participants to see the process or work area?
3. Describe the metrics you currently use.
4. Do you have a timeframe for this project?
5. Is there anything about this project we haven’t talked about that is important to know?

\*After brainstorming, take everything you’ve gathered back to your group, think on it a bit, continue to discuss with team and anyone affected.