

## 2011 Personal Leave Buyback Program Pay Date, November 18, 2011

As the end of the year draws near, eligible employees can participate in the City's Personal Leave Buyback Program and sell a portion of their unused Personal Leave to the City. The amount of Personal Leave the City will buy back is calculated based on projected unused Personal Leave balances as of December 31, 2011 and on the employee's years of service.

### Who is Eligible?

In order to be eligible, an employee must be hired into a full-time, regular position prior to January 1, 2011 and still be employed with the City on November 18, 2011. Personal Leave is bought back once a year, with the exception of employees on military duty and reservists who receive their payments upon their return. Employees on approved Family and Medical Leave, Workers' Compensation (active status only), and Extended Sick Leave (Short-Term Disability) are also eligible to participate in this program.

### How Much Leave is Eligible for Buyback?

The Personal Leave Accrual Table below will help you determine how much of your Personal Leave is potentially eligible to be bought back.

Years of Employment (As of January 1 <sup>st</sup> of the current year)	Amount of Personal Leave Accrued Quarterly	Amount of Personal Leave Accrued Annually	Years of Employment (As of December 31 <sup>st</sup> of the current year)	Personal Leave Hours Eligible for Buyback
Less than 6 months	0 hours	0 hours	Less than 6 months	0 hours
6 months < 1 year	0 hours	40 hours	6 months < 1 year	0 hours
1 year < 2 years	10 hours	40 hours	1 year < 2 years	16 hours
2 years < 3 years	12 hours	48 hours	2 years < 3 years	32 hours
3 years < 4 years	14 hours	56 hours	3 years < 4 years	48 hours
4 years < 5 years	16 hours	64 hours	4 years < 5 years	64 hours
5 years < 6 years	18 hours	72 hours	5 years < 6 years	72 hours
6 years < 7 years	18 hours	72 hours	6 years < 7 years	72 hours
7 years < 8 years	18 hours	72 hours	7 years < 8 years	72 hours
8 years < 9 years	18 hours	72 hours	8 years < 9 years	72 hours
9 years < 10 years	20 hours	80 hours	9 years < 10 years	80 hours
10 years and above	20 hours	80 hours	10 years and above	80 hours

### What Happens to Personal Leave Hours that are not Eligible for Buyback?

If an employee has more hours available to them than what is eligible for buyback, the employee must take that leave, as approved by their supervisor, or the leave will be forfeited. A Notice of Leave form or time entry must be completed before November 4<sup>th</sup> to avoid losing leave. **Employees who have Personal Leave that they stand to lose will be notified of their leave balance by their department's Time Administrator.** New employees will not be subject to the "use or lose" Personal Leave policy until after they have completed their first (1<sup>st</sup>) year of employment.

## When is the Payout?

Payout is on November 18<sup>th</sup>. Employees will receive the payout in the same manner they receive their biweekly paycheck. If an employee receives his or her paycheck by direct deposit, the Personal Leave buyback will also be a direct deposit. If the employee receives a live paycheck, the Personal Leave buyback will also be a live paycheck.

Personal Leave may be taken until December 31<sup>st</sup> with approval from the employee's supervisor. Any Personal Leave remaining as of December 31<sup>st</sup> will be lost. To verify how much Personal Leave you have available, contact your department's Human Resources Specialist or Time Administrator, or log onto <http://www.sanantonio.gov/easi/> and click on the Employee Self Service (ESS) tab found at the bottom of the screen.

For additional information, contact your department's Human Resources Specialist, call Human Resources Customer Service at (210) 207-8705 or visit [www.sanantonio.gov/hr](http://www.sanantonio.gov/hr).