

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: SELL-BACK OF ANNUAL LEAVE
	NUMBER: LVE 1.04	REVISIONS:	EFFECTIVE DATE: July 18, 2022
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: July 18, 2022	
		Derek Norton, Mayor	Date
		Joseph Bennett, City Administrator	Date

PURPOSE

The City recognizes that employees may want to “sell back” accrued annual leave. The purpose of this policy is to explain the eligibility and procedure for the annual leave sell back program. Annual leave sell back is provided as an optional benefit for employees who elect to convert accrued annual leave into a cash payment one time per calendar year.

STATEMENT OF POLICY

This policy is applicable to all full-time and part-time employees who elect to sell back up to one week of accrued annual leave in a calendar (January 1 – December 31).

ELIGIBILITY CRITERIA

To be eligible, regular full-time employees must have at least 80 hours of accrued annual leave, 24/48 firefighters must have at least 112 hours of accrued annual leave, and regular part-time employees must have at least 40 hours of accrued annual leave.

Regular full-time employees may sell back a maximum of 40 hours, 24/48 firefighters may sell back a maximum of 53 hours, and regular part-time employees may sell back a maximum of 20 hours.

PROCEDURE

Employees who intend to sell their allowable hours must complete the “Employee Request to “Sell” Accrued Annual Leave” form.

The form must be sent to the Human Resources Department for approval and processing.

Annual leave sell-back hours are processed in the regular, bi-weekly payroll following approval of the request.