



# City of Smyrna

City of Smyrna  
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## Issue Sheet

File Number: POL2022-05

Agenda Date: 7/18/2022

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Policy

Agenda Number: E.

**WARD / COUNCILMEMBER:** Ward / Citywide

**\$ IMPACT:** \$339,000

**Agenda Title:**

Approval to reinstate Personnel Policies and Procedures - LVE 1.04 Annual Leave Sell Back policy

***Ward / Citywide***

**ISSUE AND BACKGROUND:**

A policy for selling 40 hours of annual leave was in place previously but was removed from the personnel policies several years ago. In November 2021 the Council approved a one-time opportunity to sell back 40 hours of annual leave if they had a minimum of 80 hours. This offer was very popular and offered a way for employees to have the potential for extra funds.

Staff recommends adopting a new policy to restore the annual leave sell back program.

Currently, 325 employees either already have 80 hours or will have 80 hours by the end of 2022. If all eligible employees elected to sell 40 hours, the total expense would be \$339,000; however, we do not anticipate all employees will take advantage of this opportunity.

**RECOMMENDATION / REQUESTED ACTION:** Staff recommends approval of Personnel Policies and Procedures - LVE 1.04 Annual Leave Sell Back and authorize Mayor and City Administrator to sign and execute all related documents.