



PERSONNEL POLICES AND PROCEDURES

SUBJECT: SELL-BACK OF ANNUAL LEAVE

LVE 1.04

EFFECTIVE December 4, 2023 / Mayor and Council

Revision 1 / Supersedes 07/18/2022

Derek Norton, Mayor

Joseph Bennett, City Administrator

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.

STATEMENT OF POLICY

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

ELIGIBILITY CRITERIA

To be eligible, regular full-time employees must have at least 80 hours of accrued annual leave and may request to sell-back up to 40 hours, police department personnel who accrue annual leave and holiday leave combined must have at least 80 hours to sell-back 40 hours or 160 accrued hours to sell-back 80 hours*, 24/48 firefighters must have at least 112 hours of accrued annual leave to sell-back 53 hours or 224 hours to sell-back 112 hours*, and regular part-time employees must have at least 40 hours of accrued annual leave to sell-back 20 hours.

*Eligible police department personnel who accrue annual leave and holiday hours combined and 24/48 firefighters, may sell-back back up to two weeks of accrued annual leave per year, either at one-time or split over two requests.

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 as a separate payment in the regular, bi-weekly payroll following approval of the request.