



City of Smyrna

Issue Sheet

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File Number: POL2023-002

Agenda Date: 11/29/2023

In Control: City Council

File Type: Policy

Agenda Section:

Formal Business

Agenda Number: H.

Department: Human Resources

Agenda Title:

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

Citywide

ISSUE AND BACKGROUND:

In July 2022 the Mayor and Council approved a new policy to restore the annual leave sell-back program.

The Mayor and Council have also approved three additional City holidays.

For Police, Detention and E-911 Communications Officers and Fire personnel working 24 hour shifts, holiday hours are embedded in their annual leave accrual rate. With the addition of the three new holiday, annual leave accrual rates have increased to a point where it is difficult for these employees to use their annual leave and bring their year-end leave balance to at or below the maximum, 200 hours (280 for 24/48 Fire personnel).

The current annual leave sell-back policy allows employees to sell-back up to one week of annual leave per year.

RECOMMENDATION / REQUESTED ACTION:

Staff recommends approval of the amended the Annual Leave Sell-Back policy to allow personnel who accrue holidays with their annual leave to sell-back up to two weeks per year, assuming they meet the policy's eligibility criteria and authorize the Mayor and City Administrator to sign and execute all related documents.