



## Committee of the Whole Meeting - Final

November 29, 2023

6:30 PM

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- C. **POL2023-002** Approval to update Personnel Policies and Procedures - LVE 1.04 Annual Leave Sell-Back policy



# City of Smyrna

## Issue Sheet

A Max Bacon  
City Hall  
2800 King Street  
Smyrna, GA 30080

File Number: POL2023-002

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**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.



# 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

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Derek Norton, Mayor

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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.



# PERSONNEL POLICES AND PROCEDURES

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#### 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 ~~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.

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