

Vacation and Sick Leave Buy-out Provision to be added to Personnel Manual

The following section would be added to the Vacation portion of the current employee manual:

Employees who have been employed with the Agency for a minimum of 2 years may elect to get paid for future vacation hours that would be accrued in upcoming pay cycles. The following rules apply:

The employee must have taken 40 hours in vacation in the previous 12 months.

The employee must maintain 80 hours of vacation accrual after buy-out.

The employee must request the buy-out in advance of accrual of vacation hours.

The request may be made annually or at time-intervals to be determined by the General Manager.

The request will be fulfilled annually or at time-intervals to be determined by the General Manager.

Emergency requests that are inconsistent with this policy may be approved at the discretion of the General Manager. Emergency requests are construed as unforeseeable emergencies including, but not limited to the following situations: medical bills, eviction, foreclosure, and casualty loss.

Employees will be compensated at the salary rate in effect at the time of the request. Vacation hours for which the employee receives compensation will not be added to the employee's accumulated total.

Vacation accruals that exceed the maximum allowable as set forth in the Employee Guide for the employee's classification will be automatically paid during the pay cycle in which the accrual would exceed the maximum allowable.

The following section would be added to the sick leave section of the current employee manual:

Employees who have been employed with the Agency for a minimum of 2 years may elect to get paid for future sick leave hours that would be accrued in upcoming pay cycles. The following rules apply:

The employee must maintain 96 hours of sick leave accrual after buy-out.

The employee must request the buy-out in advance of accrual of sick leave hours.

The request may be made annually or at time-intervals to be determined by the General Manager.

The request will be fulfilled annually or at time-intervals to be determined by the General Manager.

Emergency requests that are inconsistent with this policy may be approved at the discretion of the General Manager. Emergency requests are construed as unforeseeable emergencies including, but not limited to the following situations: medical bills, eviction, foreclosure, and casualty loss.

Employees will be compensated at the salary rate in effect at the time of the request. Sick leave hours for which the employee receives compensation will not be added to the employee's accumulated total.

Sick leave accruals that exceed the maximum allowable as set forth in the Employee Guide for the employee's classification will be automatically paid during the pay cycle in which the accrual would exceed the maximum allowable.