

# Let's Talk About...



## 2012 Personal Leave Buyback Program

**Pay Date: November 16, 2012**

As the end of the year draws near, eligible employees can participate in the City's Personal Leave Buyback Program. The amount of Personal Leave the City will buy back is calculated based on projected unused Personal Leave balances as of December 31, 2012 and on the employee's years of service.

### Who is Eligible?

In order to be eligible, an employee must be hired into a full-time, regular position prior to January 1, 2012 and still be employed with the City on November 16, 2012. Personal Leave is bought back once a year. An exception is made for employees on military duty and reservists, who will receive their payments upon their physical return to work. Employees on approved Family and Medical Leave, Workers' Compensation (active status only), and Extended Sick Leave (Short-Term Disability) are also eligible to participate in this program.

### How Much Leave is Eligible for Buyback?

The Personal Leave Accrual Table below will help you determine how much of your Personal Leave is potentially eligible to be bought back.

Years of Employment (As of January 1 <sup>st</sup> of the current year)	Amount of Personal Leave Accrued Quarterly	Amount of Personal Leave Accrued Annually	Years of Employment (As of December 31 <sup>st</sup> of the current year)	Personal Leave Hours Eligible for Buyback
Less than 6 months	0 hours	0 hours	Less than 6 months	0 hours
6 months < 1 year	0 hours	40 hours	6 months < 1 year	0 hours
1 year < 2 years	10 hours	40 hours	1 year < 2 years	16 hours
2 years < 3 years	12 hours	48 hours	2 years < 3 years	32 hours
3 years < 4 years	14 hours	56 hours	3 years < 4 years	48 hours
4 years < 5 years	16 hours	64 hours	4 years < 5 years	64 hours
5 years < 6 years	18 hours	72 hours	5 years < 6 years	72 hours
6 years < 7 years	18 hours	72 hours	6 years < 7 years	72 hours
7 years < 8 years	18 hours	72 hours	7 years < 8 years	72 hours
8 years < 9 years	18 hours	72 hours	8 years < 9 years	72 hours
9 years < 10 years	20 hours	80 hours	9 years < 10 years	80 hours
10 years and above	20 hours	80 hours	10 years and above	80 hours

### What Happens to Personal Leave Hours that are Ineligible for Buyback?

If an employee has more hours available to them than what is eligible for buyback, the employee must take that leave, as approved by their supervisor, or the leave will be forfeited. **Employees who have Personal Leave that they stand to lose will be notified of their leave balance by their department's Time Specialist.** Employees with less than one year of service as of December 31, 2012 will not be subject to the "use or lose" Personal Leave policy until after they have completed their first year of employment.

## When is the Payout?

Payout is on **November 16<sup>th</sup>**. Employees will receive the payout in the same manner they receive their bi-weekly paycheck. If an employee receives his or her paycheck through direct deposit, the Personal Leave Buyback will also be a direct deposit. If the employee receives a check, the Personal Leave Buyback will also be a check. **Once the employee has received payment of Personal Leave, no changes can be made and the payment/check cannot be returned to the City.**

To verify how much Personal Leave you have available, visit [www.sanantonio.gov/easi](http://www.sanantonio.gov/easi) to access the Employee Self Service (ESS) system or contact your department's Human Resources Specialist or Time Administrator.

For additional information, contact your department's Human Resources Specialist or [Human Resources Customer Service](#) at (210) 207-8705.