



2013 Personal Leave Buyback

Pay Date: November 15, 2013

As the end of the year draws near, you will once again have the opportunity to sell back your unused Personal Leave. The amount of Personal Leave you can sell back is based on your projected unused Personal Leave balance as of December 31, 2013 and on your years of service.

Who is Eligible?

To be eligible to sell back your unused Personal Leave, an employee must be hired into a full-time, regular position prior to January 1, 2013 and still be employed with the City on November 15, 2013. Personal Leave is bought back once a year. Those on approved Family and Medical Leave, Workers' Compensation (active status only), and Extended Sick Leave (Short-Term Disability) are also eligible to sell back their unused Personal Leave. An exception is made for employees on military duty and reservists, who will receive their payments upon their physical return to work.

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, 2013)	Amount of Personal Leave Accrued Quarterly	Amount of Personal Leave Accrued Annually	Years of Employment (As of December 31, 2013)	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 About the Winter Holiday Office Closure?

Most City offices will be closed for the winter holiday from December 23 through January 1. There are three (3) unpaid days during this time, December, 27, 30, and 31. **Please ensure that you have reserved leave to be used on these dates. If your desire is to use Personal Leave for these dates or for any other reason, you should enter the time by November 1,** otherwise those hours will be sold.

What Happens If I Have More Hours Than I Can Sell?

If you have more hours available to you than what is eligible for buyback, you must take that leave, as approved by your 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.** If you have less than one year of service as of December 31, 2013, you will not be subject to the "use or lose" provision. Remember, the deadline to enter your leave into the Employee Self Service (ESS) system or to submit a Notice of Leave form to your department's Time Specialist is **November 1**.

When is the Payout?

Payout is on **November 15** and will be made in the same manner that you receive your bi-weekly paycheck. For example, if you receive your paycheck through direct deposit, your Personal Leave Buyback payment will also be a direct deposit. **Once payment has been processed, no changes can be made.**

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

For additional information, contact your department's Employee Relations Team or Human Resources Customer Service at (210) 207-8705.