

# LET'S TALK ABOUT...

## 2015 PERSONAL LEAVE BUYBACK

**PAY DATE: NOVEMBER 13, 2015**

As we get close to the end of the calendar year, eligible employees will once again have the opportunity to sell back their 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, 2015 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, 2015 and still be employed with the City on November 13, 2015.

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 table located on the right will help you determine how much of your Personal Leave is eligible to be bought back.

| Years of Employment<br>(As of December 31, 2015) | Personal Leave Hours<br>Eligible for Buyback |
|--|--|
| Less than 6 months                               | 0 hours                                      |
| <b>6 months &lt; 1 year</b>                      | <b>0 hours</b>                               |
| 1 year < 2 years                                 | 16 hours                                     |
| <b>2 years &lt; 3 years</b>                      | <b>32 hours</b>                              |
| 3 years < 4 years                                | 48 hours                                     |
| <b>4 years &lt; 5 years</b>                      | <b>64 hours</b>                              |
| 5 years < 6 years                                | 72 hours                                     |
| <b>6 years &lt; 7 years</b>                      | <b>72 hours</b>                              |
| 7 years < 8 years                                | 72 hours                                     |
| <b>8 years &lt; 9 years</b>                      | <b>72 hours</b>                              |
| 9 years and above                                | 80 hours                                     |

### What About the Winter Holiday Office Closure?

Most City offices will be closed for the Winter Holiday from December 24, 2015 through January 1, 2016. There are two (2) unpaid days during this time, December 29 and 30, 2015. **Please ensure that you have reserved leave to be used on these two dates. If your desire is to use Personal Leave for these dates or for any other reason, you should enter the time in the Employee Self Service (ESS) system at**

**[www.sanantonio.gov/easi](http://www.sanantonio.gov/easi) or submit an approved Notice of Leave form to your department's Time Specialist by October 23, 2015, 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 supervisor.**

Since employees with less than one year of service as of December 31, 2015 are not eligible for buyback, any accrued leave is not subject to the “use or lose” provision and can be carried over to 2016.

Remember, the deadline to enter your leave into the ESS system or to submit a Notice of Leave form to your department’s Time Specialist is **October 23, 2015**.

## When is the Payout?

Payout is on **November 13, 2015**, and it 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](http://www.sanantonio.gov/easi) to access the 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.