

let's **TALK** about

2017 PERSONAL LEAVE BUYBACK

PAY DATE: NOVEMBER 9, 2017

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, 2017 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, 2017 and still be employed with the City on November 9, 2017.

Personal Leave is bought back once a year. Those on approved Family and Medical Leave, Workers' Compensation (active status only), and 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.

What About the Winter Holiday Office Closure?

City offices will again close at the end of the calendar year in observance of the time period between the Christmas and New Year's Day holidays from December 25 to January 1. Of these days, five of them are paid City holidays and two are on a weekend. **For the remaining day, employees have the option of using Compensatory (Comp) Time, Personal Leave, Annual Leave, Incentive Leave, or Voluntary Leave Without Pay.**

Personal Leave Accrual Table	
Years of Employment (As of December 31, 2017)	Personal Leave Hours Eligible for Buyback
Less than 6 months	0 hours
6 months < 1 year	0 hours
1 year < 2 years	16 hours
2 years < 3 years	32 hours
3 years < 4 years	48 hours
4 years < 5 years	64 hours
5 years < 9 years	72 hours
9 years and above	80 hours

If you would like to use your Personal Leave, then by October 23, 2017, you should: **a)** enter your time into the Employee Self Service (ESS) system at www.sanantonio.gov/easi and make sure that it is approved or **b)** submit an approved Notice of Leave form to your department's Time and Attendance Specialist. 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, 2017 are not eligible for buyback, any accrued leave is not subject to the “use or lose” provision and can be carried over to 2018.

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, 2017**.

When is the Payout?

Payout is on **November 9, 2017**, 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 to access the ESS system or contact your department’s Time and Attendance Specialist.

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

