

LET'S TALK ABOUT

CIVILIAN 2020 PERSONAL LEAVE BUYBACK PAY DATE: NOVEMBER 20, 2020

With 2020 quickly coming to a close, eligible civilian 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 years of service and projected unused Personal Leave balance as of December 31, 2020.

Who is Eligible?

To be eligible to sell back your unused Personal Leave, an employee must be hired into a full-time, regular civilian position prior to January 1, 2020 and still be employed with the City on November 20, 2020.

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 Eve and New Year's Day holidays from December 24, 2020 to January 1, 2021. Of these days, four (4) of them are paid City holidays. **For the three (3) remaining days (December 28, 29 & 30), employees have the option of using Annual Leave, Compensatory (Comp) Time, Family Wellness/Education Leave, Incentive Leave, Personal Leave, or Voluntary Leave Without Pay.**

<i>Personal Leave Accrual Table</i>	
Years of Employment (As of December 31, 2020)	Personal Leave Hours Eligible for BuyBack
Less than 1 year	0 hours
1 year	16 hours
2 years	32 hours
3 years	48 hours
4 years	64 hours
5 - 8 years	72 hours
9 years and above	80 hours

If you would like to use your Personal Leave for the Winter Holiday or for any other reason, then by **November 6, 2020**, 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. **Note: If you would like to use Personal Leave for December 28, 29, and 30, you cannot enter this request into ESS until October 19.**



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, 2020 are not eligible for buyback, any accrued leave is not subject to the “use or lose” provision and can be carried over to 2021.

Remember, the deadline to enter your leave into the ESS system or to submit a Notice of Leave form to your department’s Time and Attendance Specialist is **November 6, 2020**. ***Note: If you would like to use Personal Leave for December 28, 29, and 30, you cannot enter this request into ESS until October 19.***

Apply Your Personal Leave Buyback to Your 457!

The City realizes achieving and maintaining a healthy financial well-being is important to you. And, we are proud to provide you with an additional way to **save for retirement**, aside from your account with the Texas Municipal Retirement System (TMRS), through a **457 Deferred Compensation Plan**. Nationwide Retirement Solutions and ICMA Retirement Corporation are the City’s deferred compensation providers.

With that in mind, you have the **option of putting some or all of your payout from the Personal Leave Buyback into your 457 Deferred Compensation account** with Nationwide Retirement Solutions or ICMA Retirement Corporation. **If you would like to put some or all of your payout into your 457 account, you will need to enter your selection into the ESS system between October 1 and November 6.** ***Note: The contribution to your 457 from your Personal Leave Buyback payout will be made in dollars, not hours.***

If you do not have a 457 Deferred Compensation account through Nationwide Retirement Solutions or ICMA Retirement Corporation, but are interested in setting one up, contact Human Resources Customer Service at 207.8705 or AskHR@sanantonio.gov to schedule an appointment.

When is the Payout?

Payout is on **November 20, 2020**, 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.

Have Questions?

For additional information, contact your department’s Employee Relations Team or Human Resources Customer Service at 207.8705 or AskHR@sanantonio.gov.