



LEAVE

606.3 – ANNUAL LEAVE BUY-BACK PROGRAM

- 1. Policy Purpose:** To establish policies and procedures regarding the option for non-represented employees to buy back their accrued annual leave.

Policy Coverage: This Policy is applicable to all non-represented, full-time employees of the East Fork Fire Protection District.

Effective Date: 05/21/2019

Revised Date: N/A

Policy #: 606.3

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining. For detailed information, please refer to your Collective Bargaining Agreement. ***

2. Policy:

- Non-represented employees have the option to participate in the District's Annual Leave Buy-Back Program. If any such employee has an excess of 160 hours of accrued, unused annual leave as of the last day of the first pay period in November, he or she shall have the option to "cash in" up to a maximum of 40 hours. Participation in this program is optional, and the employee's annual leave bank must equal at least 160 hours after the District 'buys back' his or her hours.
- This program shall be reviewed annually by the District Fire Chief as part of the annual budget process. The District Fire Chief may recommend to the District Board that the District maintain, review or terminate the program.
- Procedures:

On or before the last day of the first pay period in November of each year, each eligible non-represented employee will receive a notice regarding their eligibility to participate

in the Annual Leave Buy-Back Program. The notice will include a request form with the appropriate instructions for completion and submission deadline.

On or before December 1 of each calendar year, each eligible employee who wishes to participate in the program shall submit a buy-back request form to the Executive Office Manager (Human Resources), or his or her designee on an approved Annual Leave Buy-Back form.

The request will be reviewed by the Executive Office Manager (Human Resources) and the District's Accountant to ensure compliance with eligibility requirements, and the employee shall be notified in writing as to the status of the request.

The calculation date shall be the ending date of the first pay period in November.

In calculating the incentive buy back amount, the District Accountant shall use the following factors:

- The employee's current rate of pay (retroactive additions will not be allowed, e.g., a tardy or delayed merit increase).
- The employee's normal pay check deductions (changes made in anticipation of a buy back request will be discounted or excluded).
- The number of hours available for buy back (maximum of 40 hours).
- If approved, payment for eligible hours shall be made to employees on or before December 15th.
- All determinations concerning eligibility and amounts made by the District Accountant are final and may not be appealed.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.