



Finance Committee

Meeting Date: November 14, 2023

Motion to approve annual Leave Buy Back Program

Department:	Finance
Presenter:	Donna B. Williams
Caption:	Motion to approve annual Leave Buy Back Program up to the Amount of 40 Hours to be paid on the December 15, 2023 paycheck
Background:	<p>The PPPM provides framework for a portion of annual leave to be converted to cash payments for employees in lieu of taking time off (Section 100.14). Augusta has in the past opened this program to eligible full time employees who accrue leave. Ineligible employees per the PPPM are part time and temporary employees, contract employees paid by another agency, employees of the Sheriff's department and employees of constitutional officers and Elected officials that have officially chosen not to have their employees subject to the Augusta PPPM.</p> <p>However, historically this program has been offered and those elected officials have allowed their employees to participate. This proposal assumes their participation.</p>
Analysis:	<p>This program has proved popular with employees with approximately 65% of those eligible participating at some level. It proves especially beneficial in years when vacancy levels are high and remaining employees may not be able to take sufficient time off.</p> <p>In order to be eligible, the employee must have a minimum of 75 vacation hours remaining after the buy back. The minimum amount to redeem is 8 hours. Employees may redeem any amount from 8 to 40 hours.</p>
Financial Impact:	Attached is a schedule showing the projected impact on each fund for 8, 24, and 40 hours at historical participation rates.
Alternatives:	1) Select 8 or some other maximum amount of buyback 2) Offer no buy back
Recommendation:	Approve the buy back of up to 40 hours to be paid on the December 15, 2023 paycheck
Funds are available in the following accounts:	Funds are available in the individual funds as shown on the attachment