



CITY OF JONESBORO, GEORGIA COUNCIL

Agenda Item Summary

COUNCIL MEETING DATE:

April 6, 2026

Requesting Agency (Initiator):

City of Jonesboro

Sponsor(s):

Mayor Donya L. Sartor

Item Title: Unused Personal Leave Program

Requested Action:

Discussion and vote on updated Unused Personal Leave Program Update – Annual Leave Buy Back

Requirement for Board Action:

Vote by City Council

Is this Item Goal Related? Yes

To allow employees with large amounts of accrued annual leave cash in a portion of their unused leave based on years of service. The update to the Payment for Unused Leave is in red.

Summary and Background:

Update to the Payment for Unused Leave Policy (Section D; 6) to allow employees to cash in a portion of unused personal leave based on their years of service during the 1st quarter of a year only if it is determined that funds are available. Employees will not be allowed to participate in the program without having additional personal leave to cover unexpected absences or vacation time.

Fiscal Impact:

Varies based on which employees submit a cash in request and the amount of leave requested. Currently there are eight employees that would be eligible to submit a request.

Exhibits Attached: Payment for Unused Leave update

Recommendation: Staff request approval

FOLLOW-UP APPROVAL ACTION (Completed by City Clerk)

Typed Name and Title

Date

Signature

City Clerk's Office

UNUSED PERSONAL LEAVE PROGRAM UPDATE

CHAPTER XII – ATTENDANCE AND LEAVE

SECTION D: PERSONAL LEAVE

6. PAYMENT FOR UNUSED LEAVE: Pay in lieu of accrued personal leave up to a maximum of eighty (80) hours is authorized when an employee is separated from employment by resignation with two (2) week notice, death, disability, or retirement. The accrued personal leave of an employee who dies in the service of the City shall be paid to the estate of said employee.

Provided that funds are available an employee can submit a request to cash in unused personal leave in the 1st quarter of a year provided they meet one (1) of the following criteria:

1. Any employee with three (3) to five (5) years of service can cash in up to forty (40) hours of unused annual leave provided the employee will have at least forty (40) hours of accrued personal leave remaining.
2. Any employee with five (5) or more years of service can cash in up to eighty (80) hours of unused annual leave provided the employee will have a remaining balance of eighty (80) of accrued personal leave remaining.

All requests must be submitted to the Mayor for final approval.