



Walton County Board of Commissioners

Human Resources

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Melissia Rusk, Human Resources Director

To: Chairman Thompson and Walton County Board of Commissioners
From: Melissia Rusk, Human Resources Director
Date: September 5, 2023
Re: Vacation Buy-Back

Walton County Civil Service Personnel Rules and Regulations, Section 600 Leave, 2. Annual Leave reads that twice during a fiscal year and at a time or times designated by the Personnel Director, an employee may request pay for up to 40 hours of accumulated annual leave provided that the employee has a minimum of 150 hours annual leave after the buy back. Whether to grant such a request is within the sole discretion of the Board of Commissioners depending upon the availability of funds. This has been referred to in the past as "vacation buy-back" or "vacation payout".

In 2009, the vacation payouts were frozen indefinitely. On September 11, 2018, the Board of Commissioners approved to reinstate the vacation buy-back. Five years later (September 2023) it has not been reinstated.

Human Resources formally requests to process and reinstate the vacation buy-back which will not require additional budgeted funds (only cash flow). Annual leave is recorded as a liability that is carried forward each budget.