



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 113

LAST REVISED 8/1/08

SUBJECT: VACATION BUY BACK PROGRAM

PURPOSE: To establish a policy and guidelines for pay in-lieu of vacation time off.

STATEMENT OF POLICY:

For Unrepresented Employees:

Unrepresented employees may, with the approval of the Department Head, convert up to 40 hours of accrued vacation leave to cash. This benefit can be increased to 80 hours upon approval by the City Manager.

Department Heads, only, with the City Manager's written approval, may convert 120 hours of accrued vacation leave to cash.

Employees must have a minimum balance of 200 hours to use this benefit.

For Public Works/Clerical Employees:

Public Works/Clerical employees may, with the Department Head's written approval, convert a minimum of 20 and a maximum of 40 hours of accrued vacation leave to cash. Employees must have a minimum balance of 120 hours to use this benefit.

In order to cash out vacation, an employee must submit a written request to the Department Head and Human Resources prior to January 15th. This benefit may only be used once per calendar year, in January.

Previous revision 5/05, 3/07