
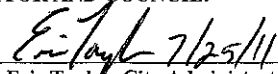
	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> ANNUAL LEAVE PURCHASE PROGRAM
	<b>NUMBER:</b> LVE 1-03	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b> 7-18-2011
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>  7/25/11  7/25/11 A. Max Bacon, Mayor      Date      Eric Taylor, City Administrator	

**PURPOSE:** To provide a method for employees to purchase additional annual leave to supplement the paid annual leave granted for the year by the City.

### STATEMENT OF POLICY

The City of Smyrna offers eligible employees the opportunity to purchase an additional one week annual leave to supplement the amount of annual leave granted each year by the City. To make this opportunity affordable, the cost of the week of annual leave is deducted on a pre-tax basis evenly each pay period throughout the succeeding calendar year.

Employees may elect to purchase annual leave under this program only in an increment of one week. The entire week of purchased annual leave need not be taken all at once.

#### *Procedures*

Between December 1 – December 15 each year employees may elect to purchase additional annual leave for the following calendar year. Employees must complete the Annual Leave Purchase Request Form, obtain the department head's signature and return such form to Human Resources no later than 5:00 p.m. December 15. After December 15, the election is irrevocable.

The cost of purchasing annual leave (salary as of December 31 divided by 52) will be deducted on a pre-tax\* basis evenly each pay period from January 1 – December 31 of the immediate succeeding calendar year.

Purchased annual leave will be deemed to be taken before accrued annual leave or compensatory time is used.

For employees purchasing annual leave under this program who leave the City after taking purchased leave during the year but before all deductions are made for the cost, the remaining cost will be deducted from the employee's final pay or from their annual leave accrual balance, if any.

Employees electing to purchase leave under this program that leave the City before taking purchased leave, will be paid an amount equal to the deductions taken prior to the date of termination.

New employees on payroll during the election period may participate. However, a six-month service requirement must be met before purchased annual leave is taken.

\*Pre-tax basis means exempt from Federal and State income tax withholdings only.