



# LEAVE BUY BACK INFORMATION

The Annual Leave Buy Back Program provides employees an optional, monetary incentive for attaining optimal attendance throughout the calendar year. If eligible, Employees may have the opportunity to redeem up to five (5) days of unused sick and/or vacation time ([please see union contracts for your eligibility](#)). Employees are paid based on their specified pay schedule (pay scale) as on December 31, 2022.

## SICK LEAVE BUY BACK ELIGIBILITY:

1. Employed and active on the City of Boston payroll as of December 31, 2022.
2. Employed between January 1 and June 30, 2022.
3. Used less than five (5) days of sick leave in calendar year 2022.

<b>Factors that do affect eligible buy back</b>	<b>Factors that do not affect eligible buy back</b>
<ul style="list-style-type: none"><li>● Sick</li><li>● Sick (No Pay)</li><li>● FMLA Sick</li><li>● Sick (Paid): 40% of sick was used for worker's compensation injury</li><li>● Sick Bereavement (sick used after bereavement leave)</li><li>● Sick Pool</li><li>● Small Necessities Sick</li><li>● Paid Parental Leave Sick Supplement</li><li>● AWOL: Tardy/Unscheduled Absence</li></ul>	<ul style="list-style-type: none"><li>● Bereavement (not deducted from sick)</li><li>● Cancer Screening Sick Supplement</li><li>● Personal (even if deducted from sick)</li><li>● Emergency Paid Sick Leave (EPSL)</li><li>● Wellness Days</li></ul>



### VACATION BUY BACK ELIGIBILITY:

Please note - not all employees are eligible for vacation buy back. Eligible employee groups are:

- SENA Union Members
- Non-Union Managers (EXM)
- Department Heads (CDH)
- Mayor's Office Employees (MYO, MYN)

Employees need to meet Leave Buy Back Eligibility as well as the following:

- Must have at least 20 years of service as of January 1, 2023, listed in the system as benefit service date.
- The amount of Vacation Buy Back employees are eligible for is based on the Sick Leave used in 2022.

### CALCULATING BUY BACK PAYMENT:

Leave Buy Back is paid based on the employee's rate of pay on December 31, 2022, as specified in the City of Boston Pay Schedules (Pay Scales) and as listed in HRMS in JOB DATA. It does not include any other additional compensation such as differentials, tools differential, longevity, education pay etc. that are paid via Additional Pay or Weekly Time Reporting (Timesheet).

### FULL TIME:

**Payment Chart for Non-Prorated Full-Time Employees Active January 1 to December 31, 2022** Note: Part-time employees are paid based on number of scheduled days worked per week minus days used.

<u>Sick Days Used</u>	<u>Payment</u>
0	5 days pay
1	4 days pay
2	3 days pay
3	2 days pay
4	1 days pay
5	No pay



**PRORATED:**

Prorated pay is available for some employees who did not work the entire year, but who have completed six months of continuous service by December 31, 2022. The proration is based on the date the employee was hired and prorated eligible hours will be reflected on the reports and employee form.

**Payment Chart for Pro-Rated Full-Time Employees Active January 1 to December 31, 2022**

<u>Service</u>	<u>Days Eligible</u>
At least 6 months of service	2.5 days (minus sick days used)
At least 7 months of service	3.00 days (minus sick days used)
At least 8 months of service	3.25 days (minus sick days used)
At least 9 months of service	3.75 days (minus sick days used)
At least 10 months of service	4.25 days (minus sick days used)
At least 11 months of services	4.50 days (minus sick days used)