

## 2020 CITY OF MEMPHIS VACATION BUYBACK PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

### Vacation Moratorium

**Q: When will the vacation moratorium be lifted?**

A: May 31, 2020. Employees may begin taking approved vacation June 1, 2020.

### Vacation Carryover

**Q: How long will vacation carried over from 2019 remain available to use?**

A: Until December 31, 2020

**Q: Will I be allowed to carryover from 2020 to 2021?**

A: Yes, per current policy, up to 10 days (for 40-hour workweek employees) may be carried over.

### Vacation Buyback

**Q: Do I have to apply for my 2020 vacation buyback?**

A: No, all employees with 5 or more vacation days (as of June 5) will automatically be included in this program. NOTE: All 56-hour workweek employees (Fire) will be included based on all scheduled vacation time that was missed.

**Q: When will I receive my vacation buyback?**

A: It will be included on the June 26<sup>th</sup> paycheck.

**Q: How much will I receive?**

A: The gross payment will be 30% of vacation balance hours as of June 5 times the employee's base hourly pay rate on June 8.

Employees with fewer than 58 hours will receive a lesser percentage buyback such that their remaining balance will be at least 40 hours (5 days).

Fire employees' who bid vacations buyback amount is being calculated specifically for the amount of scheduled bid vacation that was missed. All other fire employees will follow the City guidelines. The employee's vacation balance will be reduced equal to the number of hours approved.

**Q: When and where can I view my vacation balance adjusted for the vacation being bought back?**

A: The adjusted vacation balance can be viewed on the June 26<sup>th</sup> on-line paycheck.

**Q: What if I planned to use vacation later this year that was deducted as part of the buyback?**

A: Employees may use the balance of their vacation and accrued bonus days for the rest of the year. Once those hours have been used, employees who have an urgent need to take additional leave may request leave without pay (as the employee has already received payment for all of their annual vacation).

**Q. Do I have to buy back vacation?**

A: Yes, this is a mandatory program for City of Memphis Full-time Employees.

**Q. Can I sell more than 30%**

A. No, city employees cannot sell more than 30% at this time.

If you have additional questions please email [memphishr@memphistn.gov](mailto:memphishr@memphistn.gov) .