

May 28, 2020

Last week the City of Memphis announced a new vacation buyback program to aid City employees who were required to cancel vacations March 2020 – May 2020 due to a city-wide vacation moratorium. The amount of vacation buyback is being calculated as the three months of vacation that was missed (i.e. March, April, and May) and, to ensure fairness across all 6700 full-time employees, participation is mandatory.

Here are a few main points about the program:

**Why are we doing this?**

Our current vacation policy requires vacation to be approved before it is taken. Operationally, it is not feasible to allow three months of missed vacation to be rescheduled “on top of” the vacation already planned and scheduled for the rest of the year.

**Why is it mandatory?**

To ensure fairness across all 6700 full-time employees, that we have accurate calculations, and make sure we can payout before the end of the fiscal year.

**What is the benefit to city employees?**

We anticipate that the vacation buyback will be a benefit to employees by ensuring their ability to get a cash bonus for their time and not lose vacation days at the end of the year.

**How are we calculating the vacation payout?**

We are calculating the vacation buyback amount in the same fashion as you calculate vacation payouts for resignations and retirements.

**How does the program work?**

We are taking 30% of vacation for vacation buyback, employees will still have 70% of vacation to use through 2020. There are no changes to the vacation carryover policy for 2021 at this time.

In terms of the payout, for example, if an employee has 150 hours of vacation, he or she will be paid for 45 hours and have the remaining 105 vacation hours to use until December 31, 2020. For an employee who makes approximately \$56,000 per year, he or she would receive \$1215 vacation buyback check on June 26.

**What if I don't have a lot of hours?**

If someone has less than 40 hours of vacation time we will not deduct vacation buyback percentage.

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