



JIM STRICKLAND

MAYOR

HUMAN RESOURCES DIVISION

City of Memphis Vacation Buyback Policy Updated May 28, 2020

Background

Due to the vacation moratorium and inability in many areas to reschedule vacation in the 2020 calendar year, the City of Memphis will provide employees (with a balance of more than 5 vacation days) a lump payout in lieu of a portion of their vacation time off that was or will be cancelled or otherwise unable to be used during this vacation moratorium.

Procedure

Employees will receive the lump sum payment on the June 26 paycheck equivalent to 3 months (1/4th) of their annual vacation balance. This will be calculated as 30% or 3 out of 10 months of the year (not including January and February which were prior to moratorium).

The gross payment will be 30% of vacation balance hours as of June 5 times the employee's 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.

For questions, please email memphishr@memphistn.gov