

Annual Leave Buy Down Pre-Designation Program

The Annual Leave Buy Down Pre-Designation Program allows you to cash out a portion of your accrued Annual Leave hours. Elections are made during an annual open enrollment period and are based on the hours you will earn from pay period 1 through the start of pay period 25 of the following calendar year.

Eligibility

Employees who accrue Annual Leave pursuant to the provisions of the Law Enforcement Management Unit (LEMU) MOU and the Exempt Management, Management, Confidential, and Other Unrepresented Resolution may elect to buy down up to 160 hours of Annual Leave per calendar year. Annual Leave Buy Down elections must be made during the annual open enrollment period to be paid out in pay period 12 and pay period 25 of the following calendar year and are irrevocable. The first Annual Leave Buy Down will occur in pay period 12 up to 80 hours (subject to year to date earned) any elected hours remaining will be paid out in pay period 25 provided the elected amounts have been earned to complete the buy down. Employees may not elect to buy down more than 160 total hours of Annual Leave in any calendar year. All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval and budgetary availability.

Only the time accrued from pay period 1 through pay period 24 in the calendar year following when the irrevocable election was made is eligible for Annual Leave Buy Down. In addition, to be eligible to buy down Annual Leave accruals, the Annual Leave balance must be below the maximum accumulation so that you are able to accrue the number of hours you elect to buy down in the following calendar year. If you stop earning hours due to reaching the maximum accumulation allowed, your Annual Leave Buy Down election could be affected, so be sure to plan carefully.

Enrollment

Elections for the Annual Leave Buy Down Program may only be made during the annual open enrollment period.

To complete your pre-designation, visit the Annual Leave Buy Down Election page through Employee Self-Service using the following path: Self Service > Benefits > Annual Leave Buy Down Election. You may also click the link provided during the Health Annual Open Enrollment period.

Your election is irrevocable. Once the annual open enrollment period is over you cannot cancel or change your election.

If you do not submit an Annual Leave Buy Down election during the annual open enrollment period, by default you are waiving your option to receive cash in lieu of annual leave hours in the applicable calendar year.

Your Annual Leave Buy Down election does not carry over from year-to-year. You must make new elections during the annual open enrollment held prior to the calendar year in which you wish to participate in the program.

If at the time of cash-out (pay period 12 or 25 of the specified calendar year) you are no longer in a classification that accrues Annual Leave, your Annual Leave Buy Down election will be considered void and will not be processed.

If you separate from the County prior to the time of cash-out (pay period 12 or 25 of the specified calendar year), your Annual Leave Buy Down election will be considered void and will not be processed.

Making an Election

Hours available for Annual Leave Buy Down must be earned in the year following your election and before the pay period the Annual Leave Buy Down will occur (Pay Period 12 or 25).

You are not able to buy down prior year's balances. Prior year's balances are not discarded and can still be utilized for time off; they just are no longer eligible to cash out. Existing Annual Leave balances remain eligible for disbursement in accordance with the appropriate MOU/Resolution upon separation.

For employees expected to accrue less than 160 hours of Annual Leave in the specified calendar year, your Annual Leave Buy Down election cannot exceed this amount.

The first Annual Leave Buy Down will be paid out in pay period 12 up to 80 hours (subject to year to date earned). Any remaining elected hours will be paid out in pay period 25 (subject to year to date earned). For example, if you elected to buy down 120 hours in calendar year 2024, the first 80 hours will be paid out in pay period 12 provided the hours have been earned by the end of pay period 11. Any remaining hours will be paid out in pay period 25 provided the hours have been earned by the end of pay period 24.

You will receive only the available hours. If no hours are available, no Annual Leave Buy Down will occur. If the accrued hours are less than elected, you will only receive the amount accrued.

When making your Annual Leave Buy Down election, consider how many hours you may need to use for vacation, illnesses, or other unforeseen occurrences in the upcoming year.

All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval and are subject to budget availability.

If you wish to defer your Annual Leave Buy Down into your 457 Deferred Compensation account, it will be subject to the annual IRS limits. Elections in excess of the IRS limits will be paid out accordingly.

Confirming your Elections

You can confirm your elections through Employee Self-Service using the following path: Self Service > Benefits > Annual Leave Buy Down Election

Payment and Taxes

Annual Leave Buy Downs are included in your regular pay warrant and are subject to your standard payroll deductions taken on earnings, such as:

- Federal and State taxes (if applicable)
- Garnishments
- Other payroll deductions (e.g., deferred compensation contributions, etc.)

Contact

For more information, contact your HR Department Representative.