

**City of Amarillo  
Personnel Policies and Procedures**

Policy Title: Annual Leave  
 Policy Number: 601  
 Effective Date: November 1, 2022  
 Approved by: Jared Miller, City Manager  
 Mitchell Normand, Director of Human Resources

**I. Purpose**

The purpose of this policy is to provide guidelines for the administration of the City of Amarillo’s Annual Leave benefits.

**II. Scope**

This policy is applicable to all full-time employees.

**III. Procedures**

III.1 All full-time, Civilian employees accrue annual leave on a bi-weekly basis starting on day one of employment. The total amount of leave to be earned each year of continuous service is as follows:

<b>Years of Service</b>	<b>Annual Accrual Amount (hours)</b>
Less than one year	80
Year 1	88
Year 2	96
Year 3	104
Year 4	112
Year 5	120
Year 6	128
Year 7	136
Year 8	144
Year 9	152
Year 10 to 19	160
Year 20+	200

Chapter 143 Police Officers and 40-hour Fire Fighters accrue annual leave on a bi-weekly basis starting on day one of employment. The total amount of leave to be earned each year of continuous service is as follows:

<b>Years of Service</b>	<b>Annual Accrual Amount (hours)</b>	
	<b>Police &amp; 40-hour Fire</b>	<b>56-hour Fire</b>
Less than six years	120	180
Year 6	128	192
Year 7	136	204
Year 8	144	216
Year 9	152	228

Year 10 to 19	160	240
Year 20+	200	300

- III.2 Annual leave earned by an employee during a biweekly pay period will be available the following pay period.
- III.3 Regular employees hired prior to October 1, 2007, and Chapter 143 Fire Fighters and Police Officers, leaving the service of the City shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 520 hours (780 hours for 56-hour Fire Fighters). No employee shall be granted annual leave, in excess of accrued leave.
- III.4 City employees hired prior to October 1, 2007, and Chapter 143 Fire Fighters and Police Officers, who retire will be allowed to convert any available annual leave, above 520 hours (780 hours for 56-hour Fire Fighters) paid at retirement, into a Health Reimbursement Account (HRA). Each 30 hours of accrued annual leave above 520 hours (42 hours of accrued annual leave above 780 for 56-hour Fire Fighters) will be converted to the equivalent of 1 month of retirement-only health benefit coverage at their current rate for Medical Plan 1.
- III.5 Regular employees (except Chapter 143 Fire Fighters and Police Officers) hired after October 1, 2007, shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 240 hours. Annual leave hours will be capped at 240 hours. No employee shall be granted annual leave, in excess of accrued leave.
- III.6 The Department Head or designee shall determine when annual leave may be taken consistent with departmental staffing needs. All employees shall be expected to request annual leave in accordance with departmental requirements.
- III.7 Once the employee begins the approved annual leave, the employee shall remain on annual leave until the approved annual leave period has ended in the event an employee becomes ill or is accidentally injured while on annual leave. If after annual leave has ended, and the employee remains ill or is still recovering from injury, accrued sick leave will be applied to the absence and continued until exhausted or the employee returns to work, whichever occurs earlier.
- III.8 No employee may apply Annual Leave to any hours coded as hours worked.

**IV. Annual Leave Buyback**

- IV.1 The Annual Leave Buyback program ("ALB") is subject to annual approval of the budget by the City Council on an annual basis.

In the fiscal year the ALB is approved, employees with ten (10) years of continuous full-time service may elect a one-time payment of 40 unused Annual Leave hours (56 hours for 56-hour Fire Fighters) at the employee's hourly base wage. Participating employees must have a remaining Annual Leave accrual balance of not less than 80 hours (112 hours for 56-hour Fire Fighters) after the hours are deducted for the buyback. ALB payments are considered income and subject to all applicable taxes and withholdings. In years ALB is approved, eligible employees may begin exercising this policy starting November 1 through September 1 of the fiscal year. Disbursement elections must be made using the

Annual Leave Buyback Election Form (Attachment A). Participation in the ALB is limited to once per fiscal year. Disbursement elections must be made using the approved form. Disbursement elections may not be made for an amount less than 40 hours (56 hours for 56-hour Fire Fighters).

VI. Exceptions

The City Manager reserves the right to override or modify this policy at any time.

Attachment A

**Annual Leave Buyback  
Election Form**

The Annual Leave Buyback program ("ALB") is subject to annual approval of the budget by the City Council on an annual basis.

In the fiscal year the ALB is approved, employees with ten (10) years of continuous full-time service may elect a one-time payment of 40 unused Annual Leave hours (56 hours for 56-hour Fire Fighters) at the employee's hourly base wage. Participating employees must have a remaining Annual Leave accrual balance of not less than 80 hours (112 hours for 56-hour Fire Fighters) after the hours are deducted for the buyback. ALB payments are considered income and subject to all applicable taxes and withholdings. In years ALB is approved, eligible employees may begin exercising this policy starting November 1 through September 1 of the fiscal year. Disbursement elections must be made using the Annual Leave Buyback Election Form (Attachment A). Participation in the ALB is limited to once per fiscal year. Disbursement elections must be made using the approved form. Disbursement elections may not be made for an amount less than 40 hours (56 hours for 56-hour Fire Fighters).

I elect to sell to the City of Amarillo forty (40) hours (fifty-six (56) hours for 56-hour Fire Fighters) of Annual Leave. I understand that, after the buy-back hours are deducted from my balance, my balance must be at least 80 hours (112 hours for 56-hour Fire Fighters). I understand that this amount will be paid with my regularly scheduled paycheck following the pay period this election form is submitted.

Employee ID #: \_\_\_\_\_

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return this form to Payroll at 601 S. Buchanan, Room 104, or by email at [payrolldepartment@amarillo.gov](mailto:payrolldepartment@amarillo.gov).

Payroll Use Only

\_\_\_ 40-hour employee                      \_\_\_ Remaining A/L Balance  $\geq$  80 hours

\_\_\_ 56-hour fire fighter                      \_\_\_ Remaining A/L Balance  $\geq$  112 hours

Added to paycheck dated: \_\_\_\_\_