

City of Tucson Excess Vacation Leave FAQ's

What is Excess Vacation Leave?

During the Pandemic, many employees were unable to take vacation due to stay-at-home orders, mandatory work schedules, closures, etc. Those employees who maxed out on their Vacation Leave (288) AND Sick Leave Alternative (56 or 208) would have lost any excess vacation leave accruals beyond the max allowed. The City has allowed a payout of any Excess Vacation Leave that would have been lost between the dates 3/15/2020-12/19/2020.

Payout will ONLY be for Excess Vacation Leave. Hours in your regular Vacation Leave bucket and Sick Leave Alternative bucket will NOT be paid out for this process.

Who is eligible to receive an Excess Vacation Leave Payout?

*Employees who have maxed out on their Vacation Leave (288) **AND** their Sick Leave Alternative (56 or 208), therefore losing out on the accrued leave in excess of the max amount.*

What if the employee was NOT denied the use of Vacation Leave? Will they still be eligible to receive the Excess Leave Payout if they met the criteria?

Yes. All employees who have accrued excess leave as described above will receive a payout.

Did I lose my Vacation Leave accrual if I maxed out on my Vacation Leave AND Sick Leave Alternative and did not see an accrual on my record?

No, The City has been able to capture any excess leave accrued as of 3/15/2020 and will continue up until 12/19/2020.

When will this leave get paid out?

12/31/2020

How will this get paid out?

It will come through your standard method of pay (i.e., direct deposit, paycard)

What will this payment be taxed at?

22% + additional normal tax withholdings

Will this Excess Vacation Leave Payout be pensionable?

No

How can an employee find out if they might receive a payment and/or know their balance of Excess Leave?

Employee should check their paystub to see if they have reached the max accrual in their vacation leave (288) AND Sick Leave Alternative (56 or 208). Once that has been determined, reach out to their HR Manager for current balance. Please note that the Excess Leave balance cannot be viewed on the Employee Self Service (ESS) login. You will need to ask the HR Manager for the balance.

If an employee opted to “Delay” the Sick Leave to Vacation Leave transfer last year (2019) and still has available Sick Leave hours to transfer, can they transfer those to the Excess Vacation Leave bucket?

No. Employee can still opt to transfer their total eligible amount of delayed hours from Sick Leave to Vacation Leave if they have the capacity (i.e., not maxed out at 288 and have enough room to transfer total eligible hours, no partials hours are allowed) up until 12/5/2020, but they cannot transfer this leave to their Excess Vacation Leave for a payout at the end of the year. If an employee delayed their transfer last year but is still unable to transfer 2019 Sick Leave to Vacation Leave before the 12/5/20 deadline, the hours will remain in the employee’s Sick Leave balance.

Will this affect my Sick Leave Alternative to Sick Leave Transfer for this year?

No, same process will apply as previous years. One program does not affect or impact the other.

Will this affect my Sick Leave to Vacation Leave Transfer process for 2021?

No, same process will apply as previous years. One program does not affect or impact the other.

Can employees choose to use the Excess Leave hours that have been accumulated instead of receiving payout?

No