420-4R

Subject: Managerial Lump Sum Payments

Supersedes: Personnel Policy and Procedure No. 526-84

Source: Personnel Order No. 88/5, as amended, containing the "Leave Regulations for Management Employees"

Date: April 13, 2015

Policy

Upon final separation from City service, managers with unused current and vested/sub-managerial leave balances may be compensated for such balances only through a managerial lump sum payment. Managerial Lump Sum payments are calculated according to, and subject to the limitations of, Personnel Order No. 88/5, as amended, some of which are discussed below. Managers intending to separate from City service do not have the option of being compensated for unused leave balances by remaining on the agency payroll after his or her “last day of work in City service”.

1. A manager’s “last day of work in City service” is the last day a manager actually works all of his or her regularly scheduled daily work hours. For example, if a manager is regularly scheduled to work for seven hours per day, his or her last day of work is the last day he or she worked at least seven hours. Hours credited to a day under the managerial flex-time program do not count toward the required regularly scheduled daily work hours on the last day of work in City service.

2. Charges to leave balances made immediately before a manager’s “last day of work in City service” shall be subject to the regulations governing lump sum payments contained in Personnel Order No. 88/5, as amended. Payment for leave charged after the last day of work in City service will be recalculated according to the appropriate regulations.

3. Continuous service as a City employee, regardless of pay plan, shall be the basis for determining the annual leave accrual rate for employees covered by the Pay Plan for Management Employees. If a manager charges more annual leave than can be earned in one year during the 12 months preceding the manager’s last day of work in City service, his or her lump sum payment will be adjusted to reflect any difference between the salary at which he or she was paid for that excess leave and the salary at which such leave was earned. However, if a manager has been permitted to carry over more than two years of annual leave, the amount of annual leave that can be used without reduction in the final lump sum payment is increased by the amount of such approved excess carryover pursuant to the "Leave Regulations for Management Employees." Such time used shall not be contiguous with separation from City service, and the manager's lump sum payment will be recalculated accordingly if such time is so used.

4. A manager who has negative leave balances when he or she leaves City service may have his or her pay or managerial lump sum payment docked to offset the negative leave balances. However, any portion of a lump sum payment that is the cash value of unused FLSA compensatory time that the manager earned while in a lower title must be cashed out in full.

5. Service in the uniformed forces shall not be counted towards the number of years of City service required to receive a lump sum payment based on unused sick leave.

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Commissioner

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