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CITY OF ATLANTA DEPARTMENT OF HUMAN RESOURCES

VACATION CARRYOVER PROPOSAL

SEPTEMBER 27, 2023

PRESENTED BY
COMMISSIONER TARLESHA WILLIAMS SMITH, ESQ.
DEPUTY COMMISSIONER CANDACE M. KOLLAS



DEPARTMENT OF HUMAN RESOURCES

Vacation Carryover

CURRENTLY Sec.114-415 Annual Leave (vacation)

- Maximum vacation carryover – based on seniority
- On December 31, 2023, 100% loss of all vacation carryover more than 200 hours

Length of Service	Annual Vacation in Days	Maximum Vacation Carryover in Days
Less than 5 years	12	25 (200 hrs)
5 years up to 10 years	15	25 (200 hrs)
10 years up to 15 years	18	35 (280 hrs)
15 years up to 20 years	21	35 (280 hrs)
20 years and up	25	45 (360 hrs)

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DEPARTMENT OF HUMAN RESOURCES

Vacation Carryover

PROPOSED CHANGES



- Increase maximum vacation carryover by 40 hours
 - 200 → 240 280 → 320 360 → 400
- Starting January 2024, quarterly reduction of 25% in the total vacation extra carryover allowed per employee
- Vacated Hours payout:
 - Q1 → 25% of the total value for vacated hours
 - Q2 → 20% of the total value for vacated hours
 - Q3 → 15% of the total value for vacated hours
 - Q4 → 10% of the total value for vacated hours

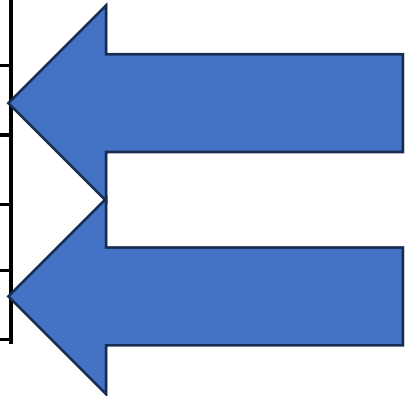


DEPARTMENT OF HUMAN RESOURCES

Vacation Carryover Proposal

Stella R. Employee – March 31, 2024

Accruals		
Description	Current	Balance
Sick	4.000	247.000
Vacation	6.462	402.769
Reserve Sick		435.200
Compensatory Time		0.970
Vacation Extra Carryover		207.45



New maximum carryover of 240

Stella is an 8-year employee

610.219 hours
(-) 240 hours
370.219 hours

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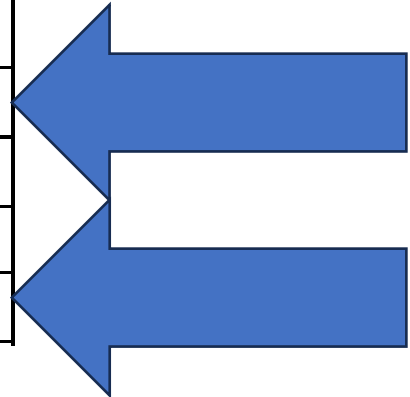


DEPARTMENT OF HUMAN RESOURCES

Vacation Carryover Proposal

Stella R. Employee – March 31, 2024

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Q1 reduction

- 370.22 hours (x) 0.25 (25% reduction of hours) = 92.55 (vacated hours)
- 92.55 vacated hours (x) \$19/hour = \$1758.45 (value of vacated hours)
- \$1758.45 (vacated hour value) (x) 0.25 (25% payout) = \$439.61 total paid to Stella

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Vacation Carryover Proposal

Stella R. Employee

As an 8-year employee, Stella accrues roughly 30 hours of vacation per quarter

114-415 Annual Leave (vacation)

277.67 hours	Balance after reduction
+ 30 hours	Hours accrued during Q2
<hr/> 307.67 hours	Hours for reduction on June 30, 2024





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Vacation Carryover Proposal

Stella R. Employee – June 30, 2024

Q2 reduction

- 307.67 hours (x) 0.25 (25% reduction of hours) = 76.92 (vacated hours)
- 76.92 vacated hours (x) \$19/hour = \$1,461.48 (value of vacated hours)
- \$1,461.48 (vacated hour value) (x) 0.20 (20% payout) = \$292.30 total paid to Stella

230.75 hours	Balance after reduction
+ 30 hours	Hours accrued during Q3
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260.75 hours	Hours for reduction on September 30, 2024





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Vacation Carryover Proposal

Stella R. Employee – September 30, 2024

Q3 reduction

- 260.75 hours (x) 0.25 (25% reduction of hours) = 65.19 (vacated hours)
- 65.19 vacated hours (x) \$19/hour = \$1,238.61 (value of vacated hours)
- \$ 1,238.61 (vacated hour value) (x) 0.15 (15% payout) = \$185.80 total paid to Stella

195.56 hours

Balance after reduction

+ 30 hours

Hours accrued during Q4

225.56 hours

Hours for reduction on December 31, 2024





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Vacation Carryover Proposal

Stella R. Employee – December 31, 2024

Q4 Reduction → Final Reduction of Vacation Extra Carryover

- 225.56 excess hours
- Hours do not exceed 240 therefore no payout
- Hours roll to the next calendar year





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Vacation Carryover Proposal

HYPO: Stella R. Employee – December 31, 2024

Q4 Reduction → Final Reduction of Vacation Extra Carryover

- 289.920 excess hours
- $289.920 (-) 240.00 = 49.92$
- 49.92 vacated hours (x) \$19/hour = \$948.48 (value of vacated hours)
- \$948.48 (vacated hour value) (x) 0.10 (10% payout) = \$94.84 total paid to Stella

Moving forward...

All hours in excess of 240 after December 31st ANNUALLY will be paid out at 10%





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QUESTIONS?

