



**RULES OF THE JUDICIAL  
MERIT SYSTEM  
OF THE SUPERIOR COURT  
IN YUMA COUNTY**



**APPENDIX E  
SUPERIOR COURT IN YUMA COUNTY  
ANNUAL LEAVE BUY BACK POLICY AND PROCEDURE**

**ANNUAL LEAVE BUY BACK**

This policy establishes guidelines and procedures for the buyback of certain employee annual leave (also known as vacation) benefits. The establishment of such an Annual Leave Buy Back Program promotes efficiency and morale by providing a mechanism whereby eligible employees may sell back to the Superior Court in Yuma County (also referred to as “Court”), annual leave hours that will not be used for other purposes.

The Annual Leave Buy Back Program shall be funded on a fiscal year basis, contingent upon the Yuma County Board of Supervisors approval. In all cases, employee participation in the program is strictly voluntary. It is a violation of Court policy and public policy for any Court employee to coerce, threaten, intimidate or financially induce or reward another employee to participate in the Annual Leave Buy Back Program.

**Policy:**

The Court recognizes the existence of circumstances under which some employees have accumulated annual leave hours that will not be used in a calendar year and will be rolled over to the next year. It is the objective of the Court to provide eligible employees with the opportunity to take time to recreate each year while at the same time reducing the total outstanding hours of annual leave it is obligated to pay. An employee may sell back to the Court one (1) week (forty [40] hours) of annual leave for each calendar year.

**Eligibility:**

An employee may receive payment of one (1) week (forty [40] hours) annual leave per calendar year under this Annual Leave Buy Back Program, provided the employee meets all of the following conditions:

1. Twelve (12) full months of continuous service immediately prior to December 1st of the year in which Annual Leave Buy Back is applied.
2. A “Competent” or better performance rating on their most recent performance evaluation and not be subject to disciplinary action at the time the Annual Leave Buy Back is requested.
3. Use, or be scheduled to use, at least for forty (40) hours of annual leave by December 31st of the year in which Annual Leave Buy Back is requested.
4. Retain an annual leave balance of at least eight (80) hours but **no** more than two hundred forty (240) hours, after the Annual Leave Buy Back and annual leave used during the year are applied.
5. Comply with the provisions of Rule 15.05 Annual Leave for Court and Court Department Employees.

### **PROCEDURES TO PARTICIPATE IN ANNUAL LEAVE BUY BACK**

An employee wishing to sell back one (1) week (forty [40] hours) of annual leave must comply with the following:

1. Complete a Yuma County Vacation Buy Back Agreement and Application Form.
  - A. Forms will be distributed to the departments by October 1st.
  - B. Completed forms must be approved by November 1st by the Appointing Authority.
  - C. Forms can also be obtained online at the Yuma County Human Resources website.
2. Specify when, during the course of the year, the one (1) week (forty [40] hours) of minimum annual leave will be or has been taken. The Yuma County Human Resources Department will process the request, reviewing it for eligibility.
3. Payment will be made at the employee’s current rate, as calculated by Yuma County Financial Services Payroll.
4. Payment will be made in the second (2nd) paycheck in December of the year in which Annual Leave Buy Back is applied.

(Adopted August 17, 2006)