Changes to Annual Leave Exchange Program Procedure

Summary

- Update the Annual Leave Exchange Program Procedure to align with the Workday software platform implementation.
- These changes were reviewed by the County Attorney's Office and other tax attorneys.
- Approved by the Unified Personnel Board on September 3, 2026.

Background

As part of the Workday implementation process, certain system capabilities and functionality changes necessitated corresponding policy revisions. Specifically, Workday does not have the functionality to administer the previous Annual Leave Exchange Program.

Previous Annual Leave Exchange Program

- Employees could select 1, 2 or 4 payouts in a calendar year.
- Employees could choose to exchange annual leave during Annual Enrollment.
- The leave time to be exchanged was the next year's accrued time.
- Employees were required to maintain an annual leave balance of 40 hours if the election was less than 80 hours and a balance of 80 hours if the election was 80 to 160 hours.
- The leave time could be exchanged for cash, deferred compensation, or some of each.

Updated Annual Leave Exchange Program (starting with the 2027 calendar year)

- The Chief Human Resources Officer, or designee, shall determine whether to offer 1 or 2 leave exchange opportunities during a calendar year.
- Employees can choose to exchange annual leave during the calendar year at the specified time, which will be communicated in advance.
- The leave time permitted to be exchanged will be the hours accrued but not yet used during the current calendar year.
- Employees are required to maintain an annual leave balance of 40 hours after the exchange regardless of how many hours they exchange.
- The leave time may be exchanged for cash or deferred compensation, but not both.

No Change

- Employees may exchange up to 160 hours.