



# DEPARTMENT NOTICE

20-019  
02/11/20

## Compensatory Time-Off Buyback Program FY 2019-2020

In Fiscal Year 19-20, the Department will offer a one-time opportunity for sworn Department members to participate in a Compensatory Time-Off Buyback Program to convert up to fifty (50) hours of accrued compensatory time-off into a cash payment, if desired.

To be eligible to participate in the Compensatory Time-Off Buyback Program the employee must have a minimum of two hundred fifty (250) hours of compensatory time-off accrued in their Compensatory Leave Balance in HRMS as February 8, 2020.

The Payroll Unit will issue an election form via e-mail on February 28, 2020 to qualifying members. The form must be completed and returned to the Payroll Unit, Police Headquarters, 1245 3<sup>rd</sup> Street, 5<sup>th</sup> Floor, San Francisco, CA 94158, no later than March 13, 2020.

Members who qualify for the Compensatory Time-Off Buyback Program who elect to utilize the benefit will be paid prior to April 30, 2020.

The current POA MOU guidelines regarding Compensatory Time-Off, including accrual limits, remain unchanged.

Members who do not receive an option form but believe they qualify to participate in the Compensatory Time-Off Buyback Program should call the Payroll Unit at (415) 837-7340 or speak with the payroll staff member in charge of their assigned station/unit.

  
WILLIAM SCOTT  
Chief of Police

*Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about this directive.*