



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** May 28, 2020

**RE:** *Approval of Revisions to Article 56.5.2 – Vacation Buy-Back of the Southern Nevada Health District Personnel Code*

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**PETITION #45-20**

**That the Southern Nevada District Board of Health approve revisions to Article 56.5.2 – Vacation Buy-Back of the Southern Nevada Health District Personnel Code.**

**PETITIONERS:**

**Amy Hagan, SPHR, Director of Human Resources & Organizational Development** AH/92  
**Fermin Leguen, MD, MPH, Acting Chief Health Officer, FL**

**DISCUSSION:**

The Health District's current Vacation Buy-Back program allows employees to sell back up to 2 weeks vacation time. Buy-Back occurs annually in October. However, in recognition of the fact that due to the COVID-19 response, Health District employees are working in extraordinary times and diligently under both personal and often financial pressures.

To demonstrate our support for and gratitude to the Health District's public health heroes, Management would like to make a temporary, one-time change to this Vacation Buy-Back program by waiving the October time period and allowing employees to sell back up to 2 weeks between now and December 31, 2020. Management recommends implementing a temporary, short-term change in how the Vacation Buy-Back is administered. Management does not intend, nor is it recommending this to be a permanent program change. Nor does Management recommend changing current Collective Bargaining Agreement language. Management recommends this administrative process be adopted until December 31, 2020.

Below is the highlighted change in process.

### 56.5.2 Vacation Buy-Back

Upon written request and subject to the following conditions, employees may be paid for earned but unused vacation not to exceed a maximum request of eighty (80) hours. To be eligible, employees must have a minimum of eighty (80) hours of earned unused vacation hours remaining after the buy-back. The rate of pay will be the same as what is received, if the employee were to work his/her regular shift.

An employee can buy back a forty (40) or an eighty (80) hour increment once a ~~this year (2020)~~. Employees must have taken at least five (5) vacation days of leave ~~that this year (2020)~~. Employees ~~must~~ ~~may~~ submit their request for buy back ~~beginning June 1, 2020 during the month of September~~ with a deadline of ~~October 1st of each year~~ December 31, 2020 on a form provided by Human Resources. Buy-back vacation leave shall be paid on the ~~first pay check of each November~~ ~~earliest pay check after~~ submission. ~~The Vacation Buy-Back form will be modified by Human Resources as required.~~

### FUNDING:

There is no funding required.