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*Nurturing Potential, Promoting Change, Preserving Families*

## **TYSC Operating Instruction 1.5**

**Subject: Leave Sell Back Program**

**Issued by: Shawn Sawyer, Executive Director**

**Effective Date: November 13, 2017**

**Issued to: Deputy Director, Program Directors, Administrative Staff**

**Expiration Date: None**

The TYSC Board approved a leave sell back program policy for our agency on 11-6-17. This operating instruction outlines the procedure for implementing the program across TYSC programs. The leave sell back form is included in this instruction.

- 1.) The Personnel Coordinator will send out leave balances that reflect employees leave accruals as of the last day of the second pay period in the months of November and May. Balances will be forwarded to the Program Directors as soon as they are prepared.
- 2.) Program Directors will ensure that leave balance forms are available to leave eligible employees.
- 3.) For each leave sell back period, administration will provide deadlines for the submission and review of leave sell back forms.
- 4.) Program Directors will review the forms to determine if the employee is eligible to sell back the leave requested by reviewing the leave balances sent by the Personnel Coordinator as well as the employee's most recent performance evaluation, and discipline record. Eligible employees will have the necessary leave balance required by the leave sell back policy, at least a competent rating on their most recent performance evaluation, and not be under any disciplinary action.
- 5.) Program Directors will ensure that the leave sell back form is filled out completely, legibly, and accurately.
- 6.) Program Directors will forward the leave sell back forms to the main office on the date established by administration for each sell back period.

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- 7.) Administration staff will review all leave sell back forms and process payment to the employees during the months of December and June. Any errors or issues related to the leave sell back program should be resolved prior to payroll being processed.

Note: Staff and Administrators should be cognizant of any issues that may prevent an employee from completing and turning in their leave sell back form. For example, being out on sick leave, out on FMLA, out on vacation, etc. Leave sell back forms that are not submitted within the established time frame noted within this instruction will not be accepted unless there are extremely unusual circumstances.