





## **Time-Loss Workplace Injuries Sick and Vacation Leave Buy Back**

### **FAQ's**

#### **What is "Sick & Vacation Leave Buy Back?"**

"Sick/Vacation Leave Buy Back" is a program that the City provides to enable employees, off work due to a workplace injury, to receive a paycheck while they wait for L&I to process their claim and issue time-loss compensation. The City will use available leave banks and if leave is exhausted, comp time hours will be used. However, it is mandatory that an employee "buy back" their sick/vacation leave hours.

#### **Why do I have to "buy back" my leave?**

Employees cannot use sick/vacation leave and be paid time-loss from L&I at the same time. This would result in a "double payment." You cannot collect money in excess of what you would have received if you were on sick/vacation leave for the absence.

#### **How does the program work?**

Once you receive time-loss money from L&I, you are required to use this to "buyback" your sick/vacation leave. Generally L&I time-loss benefits are between 60-75% of your gross wages, depending on your marital status and number of dependents. Subsequently, your time-loss benefits will not buyback all of the hours you might have used while you were off work. Some of the paid leave that was used will be needed to supplement your hours so that you receive a normal paycheck.

Human Resources will track your leave hours and work with you on your sick/vacation leave buyback. Your leave banks will be credited once we process your buyback. You can estimate the number of hours you are able to buyback by dividing your time-loss check by your hourly rate. If you exhaust all available paid leave you will no longer receive a paycheck from the City and you will keep any remaining time-loss compensation that you receive.

#### **What do I do with my time loss check?**

L&I time-loss checks can no longer be endorsed and signed over to the City. When you receive a time-loss check from L&I you will need to deposit this into your personal bank account and "buy back" your leave with a personal check or money order payable to the City of Port Townsend. **Remember, buying back your sick/vacation leave is mandatory** – per Personnel Policies Manual 7.2.

#### **Can I buy back comp leave?**

No, you can only "buy back" sick/vacation leave. You will receive payment from both L&I and the City when you use comp time or holiday leave and you will not have the option to restore any of these leave balances through the "buy back" process.

#### **Who can I call for more information?**

Call or email, Sheri Price in Human Resources, at 360-379-4404 for information about the "buy back" program.