



City of Albuquerque

MAYOR / CAO OFFICE

Timothy M. Keller, Mayor

ADMINISTRATIVE INSTRUCTION NO:7-9

TITLE:Employee Leave Purchase Program

PRIMARY DEPARTMENT:Human Resources

Purpose of Administrative Instruction:

The purpose of this Administrative Instruction is to outline the guidelines and procedures for the purchase of additional leave by eligible City employees. This program aims to provide employees with greater flexibility in managing their work-life balance, while ensuring that City services continue to function effectively and efficiently.

SCOPE:

This program applies to all full-time and permanent part-time City employees who are eligible to purchase additional leave under the terms outlined herein. Employees must adhere to the guidelines and procedures as specified in this document.

ELIGIBILITY:

Employees are eligible to purchase additional leave if they meet the following criteria:

- Must be a full-time or permanent part-time employee.
- Employees who have been placed on unpaid suspension in the previous year are not eligible to participate in the leave purchase program.

LEAVE PURCHASE LIMITS:

- Full-time employees may purchase up to 40 hours of additional leave per fiscal year; part-time employees may purchase up to 20 hours of additional leave per fiscal year.
- Leave must be purchased in increments of 8 hours for full-time employees and in increments of 4 hours for part-time employees.
- During initial and subsequent open enrollment, employees may purchase up to 100% of the purchase limit.
- Newly hired employees and existing employees purchasing leave after initial

and open enrollment, may purchase leave based on the following schedule:

- Full-time:
 - 40 hours if purchased during the first quarter of the fiscal year.
 - 32 hours if purchased during the second quarter of the fiscal year.
 - 24 hours if purchased during the third quarter of the fiscal year.
 - 16 hours if purchased during the fourth quarter of the fiscal year.
- Part-time:
 - 20 hours if purchased during the first quarter of the fiscal year.
 - 16 hours if purchased during the second quarter of the fiscal year.
 - 12 hours if purchased during the third quarter of the fiscal year.
 - 8 hours if purchased during the fourth quarter of the fiscal year
- Employees may not purchase leave in excess of vacation leave limits.

HOW TO PURCHASE LEAVE:

- All leave purchase requests are subject to approval by the employee's director, and departmental financial officer based on departmental needs and operational coverage.
- Employees may only submit one purchase request per fiscal year.
- Employees shall provide the leave purchase requests to their departmental payroll and human resources coordinators.
- The cost of purchased leave will be deducted in equal amounts from the employee's salary throughout the remainder of the fiscal year.

USAGE OF PURCHASED LEAVE:

- Purchased leave will be coded as Vacation Leave Buy (VCBUY) upon purchase for tracking and reporting. Employees shall use the code Vacation Purchase Taken (VPT) when submitting payroll after using the purchased leave.
- Employees should request to use leave in accordance with their departmental policy.
- Purchased leave can be taken in conjunction with other types of leave (such as vacation leave or sick leave), subject to supervisor approval.
- Supervisors must review the request and ensure there is sufficient leave balance.

LEAVE BALANCE AT END OF ENROLLMENT PERIOD:

- If an employee has a remaining balance of purchased leave at the end of the enrollment period, the cash value of the purchased leave balance shall be refunded to the employee during the first full pay-period after the enrollment period ends.

The amount refunded shall not exceed the amount actually deducted from the employee's pay during the enrollment cycle.

LEAVE BALANCE UPON SEPERATION:

- If an employee owes a remaining balance for leave taken, but not repaid to the City, the employee shall be fully responsible for repaying the balance and the full amount shall be deducted from the employee's final paycheck.
- If an employee leaves City employment before the full purchased leave amount is utilized, the balance of the leave purchase will be credited to them on their final paycheck.

SPECIAL CIRCUMSTANCES:

- **Transfers:** If an employee transfers to another department, any unused leave purchased under this program will be transferred to the new department and the granting of any additional requested purchased leave will be up to the new department.
- **Promotions and Demotions:** Employees who are promoted or demoted will have purchased leave paid out at their rate of pay at the time the leave is taken.
- **Usage with Other Types of Leave:** Employees may use purchased leave in conjunction with other types of approved leave. The purchase and usage of additional leave does not alter and will not extend the eligibility for other leave entitlements under relevant personnel rules and labor laws.
- **FMLA:** Employees who are actively on FMLA and have exhausted paid leave should consult with their department director and the Employee Relations Division of Human Resources to determine eligibility of purchasing leave.

RECORDKEEPING:

- Payroll, and the employee's department will maintain records of all leave purchases, including the employee's request form, repayment schedule, and any adjustments to the leave balance.
- Employees are responsible for ensuring that they are aware of their remaining leave balance and the status of their repayment.

PROGRAM REVIEW AND MODIFICATION:

- This leave purchase program is subject to periodic review and may be modified or terminated at the discretion of the City.
- Employees will be notified in writing of any changes to the program's terms or conditions.

COMPLIANCE:

Employees must comply with all relevant laws, regulations, and employment agreements concerning leave. Any violation of this policy may result in disciplinary action, including the denial of future leave purchase requests.

DocuSigned by:


BC2424C09B8741A...

Dr. Samantha Sengel
Chief Administrative Officer

2/8/2026 | 9:10 PM MST

Effective Date