

Appendix A Leave Incentive Options for Full-Time Employees

The City of Chesapeake offers different leave incentive options based on an employee's full-time hire date, leave accrual profile, and leave balance. The chart below details available leave provisions.

City Hire Date of December 31, 2000 or earlier AND Sick Leave Balance of 640 hours or more (896 hours or more for sworn Fire employees on 24-hour shifts)*	City Hire Date of December 31, 2000 or earlier with a sick leave balance less than 640 hours (or less than 896 hours for sworn Fire employees on 24-hour shifts)*	City Hire Date of January 1, 2001 through August 13, 2019 and enrolled in VRS Plan 1 or 2*	VRS Hybrid Employees*	City Hire Date After August 13, 2019
OPTION 1 - Leave incentive payment and up to \$7,500 sick leave payout ✓Eligible to receive an annual lump sum leave incentive of \$500 that can be paid directly to the employee or deposited into a deferred compensation account** or health savings account**. For the first payment in the fall of 2019, the employee must have a current sick leave balance of at least 640 hours (896 for sworn Fire employees on 24 hour shifts). Every year thereafter, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees on 24 hour shifts) and not have used more than 64 hours of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30. ✓Eligible to receive a payout of 25% of the employee's sick leave balance, up to \$7,500, for service retirement (or up to \$11,000 for work-related disability retirement) following 15 years of continuous City service.	OPTION 1 - Leave incentive payment Eligible to receive an annual lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account** or health savings account**. For the first payment in the fall of 2019, the employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees on 24 hour shifts). Every year thereafter, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees working 24-hour shifts) and not have used more than 64 hours of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30.	Leave incentive payment Eligible to receive an annual lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account** or health savings account**. For the first payment in the fall of 2019, the employee must have a PTO balance of at least 216 hours. Every year thereafter, the employee must have a PTO balance of at least 216 hours and must have conserved at least 16 hours of PTO accrued during the period of October 1 through September 30.	Leave incentive payment Eligible to receive a lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account** or health savings account**. For the first payment in the fall of 2019, the VRS Plan 1 or 2 employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees on 24-hour shifts). The VRS Hybrid employee must have a PTO balance of at least 216 hours. Every year thereafter, the VRS Plan 1 and 2 employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees working 24-hour shifts) and must not have used more than two thirds (64 hours) of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30. The VRS Hybrid employee must have a PTO balance of at least 216 hours and must have conserved at least 16 hours of PTO accrued during the period of October 1 through September 30.	
OPTION 2 - Up to \$10,000 sick leave payout Eligible to receive a sick leave payout of 25% of the employee's sick leave balance, up to \$10,000, for service retirement (up to \$11,000 for work-related disability retirement) following 15 years of continuous City service.	OPTION 2 - Up to \$7,500 sick leave payout Eligible to receive a sick leave payout of 25% of the employee's sick leave balance, up to \$7,500, for service retirement (up to \$11,000 for work-related disability retirement) following 15 years of continuous City service.			

*Full time employees of the City as of August 13, 2019 are required to make an irrevocable election of their choice of leave incentive/sick leave payout options on the 2019 Leave Incentive Agreement form.

**Employee must update deferral with ICMA-RC or health savings account (HSA) election to allow funds to be deposited into either of these accounts and the amount elected cannot exceed the annual maximum. For 2019, the maximum 457 plan deferral is \$19,000 plus \$6,000 if the employee is age 50 or older. The maximum HSA contribution in 2019 is \$3,500 for employee only or \$7,000 for family plus \$1,000 for employees age 55 or older.

The City of Chesapeake adheres to the principles of equal employment opportunity.
This policy extends to all programs and services supported by the City.