



DEPARTMENT NOTICE

23-047

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Compensatory Time-Off Buyback

Effective immediately the Department will allow all employees (sworn and non-sworn) to participate in the Compensatory Time-Off Buyback program. All employees are permitted to convert up to fifty (50) hours of accrued compensatory time-off into a cash payment, if desired, once every fiscal year.

Employees should contact their assigned payroll staff member to request an election form, which will be sent to the employee via e-mail. The form then must be completed and returned to the Payroll Unit, Police Headquarters, 1245 3rd Street, 5th Floor, San Francisco, CA 94158.

The current MOU guidelines regarding Compensatory Time-Off, including accrual limits, remain unchanged.

For Compensatory Time-Off Buyback questions call the Payroll Unit at (415) 837-7340 or speak with the payroll staff member in charge of their assigned station/unit.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.