

EMPLOYEE INFORMATION REFERENCE SHEET – BUY BACK ELIGIBILITY AND PAYOUT

Buy Back Program

The intent of the Buy Back program is to encourage employee attendance and to reward employee retention with the Edgewood ISD. Employees who retire from Edgewood ISD may apply for buyback of unused earned local and state leave under terms which recognize length of service in Edgewood ISD – see Buy Back rates below:

Edgewood ISD Years of Service	Employee Category	Buy Back Rate
0 to 4	Professional	60% of the daily substitute certified teacher pay rate
	Paraprofessional	60% of the daily substitute paraprofessional pay rate
	Auxiliary	60% of the minimum hourly wage
5 to 9	Professional	70% of the daily substitute certified teacher pay rate
	Paraprofessional	70% of the daily substitute paraprofessional pay rate
	Auxiliary	70% of the minimum hourly wage
10 to 14	Professional	80% of the daily substitute certified teacher pay rate
	Paraprofessional	80% of the daily substitute paraprofessional pay rate
	Auxiliary	80% of the minimum hourly wage
15 to 19	Professional	90% of the daily substitute certified teacher pay rate
	Paraprofessional	90% of the daily substitute paraprofessional pay rate
	Auxiliary	90% of the minimum hourly wage
20+	Professional	100% of the daily substitute certified teacher pay rate
	Paraprofessional	100% of the daily substitute paraprofessional pay rate
	Auxiliary	100% of the minimum hourly wage

The Buy Back of Leave Agreement Form must be completed and submitted to the Human Resources Department at least 30 days prior to the retirement date. Please contact the Payroll Department for information on accrued leave days.