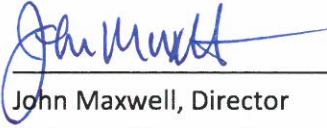




MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: June 15, 2020

SUBJECT: **Vacation Leave Carryover — Division of Human Resources**

Request:

The attached is requesting authorization to extend the allowable carryover period for classified civil service employees' vacation leave balance. This request extends the carryover period one year from December 31, 2020 to December 31, 2021.

Why are you requesting:

Due to extenuating circumstances, employees may not have adequate time to utilize their vacation leave in the allowable time frame, thereby potentially forfeiting such leave.

In accordance with Chapter 21-33(a) of the Code of Ordinances, every classified civil service employee who has an accumulated vacation leave balance in excess of 168 hours would be granted a one year extension to utilize such leave without any excess leave being subject to forfeiture. In accordance with this request, an employee may carry forward to December 31, 2021 or to the end of the payroll period in which December 31, 2021 falls, all accumulated vacation leave. At that time, vacation leave hours in excess of 168 will be reduced and forfeited. Please note that unclassified civil service employees who are entitled to the provisions of Chapter 21-33(a) would also be eligible for this carryover.



Additionally, employees who are granted an extension but separate from service prior to December 31, 2021, shall be paid pursuant to Section 21-33(e) of the Code of Ordinances for all accumulated vacation leave.

File Number:

0612-20

Director/Commissioner:

John Maxwell/Sally Hamilton

