




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 24, 2020

SUBJECT: Amend Vacation Leave Carryover Extension — Division of Human Resources

Request:

The attached is requesting authorization to amend Ordinance 57-2020 to extend classified civil service employees' vacation leave balance carryover date from December 31, 2021 to December 31, 2022.

Why are you requesting:

The original request was to extend civil service employees' vacation leave balance to December 31, 2021 but with the ongoing extenuating circumstances, employees still may not have adequate time to utilize their vacation leave in the allotted time frame, thereby potentially forfeiting such leave.

Additionally, 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 an extension. In accordance with this request, an employee may not carry forward after December 31, 2022 or the end of the payroll period in which December 31, 2022 falls, more than 168 hours of vacation leave. 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.



Therefore, employees who are granted an extension but separate from service prior to December 31, 2022, shall be paid pursuant to Section 21-33(e) of the Code of Ordinances for all accumulated vacation leave.

File Number:

0006-21

Director/Commissioner:

John Maxwell/Sally Hamilton

