

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Vacation extension request

Department	Pine Valley	Presented By:	PV Administrator
Date of Meeting:	12/07/2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	11/19/2021	Referred by:	N/A

Recommendation and/or action language: to allow a 2-month extension past January 4, 2022, (to March 4, 2022) to Angie Alexander, Director of Nursing, in which to take 10 days of vacation.

Background: Angie’s anniversary date was July 4. She currently has 10 days of vacation that must be used by January 4, 2022, or be forfeited. While it is likely that she will be able to get a day or two off before January 4, it is unlikely that she will be able to get all 10 days. While Covid-19 prevention responsibilities continue to stress Angie’s workload, it has been the staffing challenges on top of Covid-19 that has made it next to impossible to find time to be away for vacation.

Attachments and References:


Financial Review:

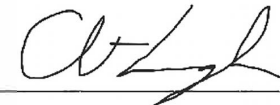
(please check one)

<input type="checkbox"/>	Adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

Approval:

Review:





Department Head

Administrator, or Elected Office (if applicable)