

Richland County Committee

Agenda Item Cover

Agenda Item Name: Vacation Time Extension During Pandemic

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (N)
Date submitted:	29 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to ... grant temporary authority (expiring on 30 April 2021) to the County Administrator to extend the deadline for employees to utilize accrued vacation past the 18-month expiration date. All extended times authorized by the County Administrator will be utilized no later than 30 June 2021.

Background: *(preferred one page or less with focus on options and decision points)*

During the continued COVID-19 pandemic we have experienced staff shortages and schedule shifts that have impacted the ability for many employees to utilize their accrued vacation. The proposed action would allow Department Heads to petition for extension of accrued vacation.

The Finance and Personnel recommended Resolution 20-85 which was adopted in July 2020.

Two variables in support of this action include: 1) this is a way to show support and appreciation to our employees during these times of added operation strains and not receiving a 2021 COLA increase, and 2) Families First Act has now expired on 01 January 2021, the extended vacation may help cover unforeseen COVID-19 related absences.

Attachments and References:

Committee Structure Language	Handbook Section
Resolution No. 20 - 85	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Department Budgets
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Possibility of increase 2021 overtimes in facilitating these deferred benefit time off. Anticipating to be absorbed in adopted budget.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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[Committee Structure]

N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.

[Employee Handbook, Page 17, Section 12]

The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances.

Previous Action [RESOLUTION NO. 20 – 85] (Amended)

A Resolution Approving A Temporary Extension Of The Date By Which The County Employees Must Take Their Vacation.

WHEREAS the following is provided in the Handbook of Personnel Policies under the heading “Compensation and Fringe Benefits” and subheading 12 entitled “Vacation”: “Vacation must be used within 18 months following the employee’s anniversary date. Vacation not taken in accordance with this paragraph is forfeited.”

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that the deadline for County employees to take their vacation be extended by 3 months due to the Coronavirus Pandemic, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that County employees with accrued, unused balances of 2018 vacation who reached their 18-month forfeiture date between March 17, 2020 and July 31, 2020, are authorized to carry their accrued, unused 2018 vacation for an additional 3 months after their 18-month vacation forfeiture date, and

BE IT FURTHER RESOLVED that unused, accrued vacation extended in accordance with this Resolution will not be paid out in the event of retirement or separation during the 3-month extension but, rather, will be forfeited, and

BE IT FURTHER RESOLVED that this Resolution will be effective retroactively to March 17, 2020 and will expire on October 1, 2020.