

RESOLUTION NO. 19 - 36

A Resolution Amending The Handbook Of Personnel Policies and Work Rules Relating To When Employees Must Take Vacations.

WHEREAS it is currently provided in the Handbook of Personnel Policies and Work Rules that employees must take vacation within 18 months of the employee's anniversary date or the vacation is forfeited and it has been suggested that authority be given to the Finance and Personnel Committee to extend the deadline for employees to take vacation beyond 18 months when the employee has not been able to take vacation by the deadline due to unforeseen circumstances, so that extensions of vacation deadlines do not have to be taken up by the County Board, 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 the following underlined language is hereby added to the first paragraph of subsection 12 entitled "Vacation" under the heading "Compensation and Fringe Benefits of the Handbook of Personnel Policies and Work Rules":

12. Vacation: For full-time employees, vacations are granted on their anniversary date. Vacation is as follows: 1 work week after 1 year of employment; 2 work weeks at the end of 2 years; 3 work weeks at the end of 5 years; 4 work weeks at the end of 12 years; 5 work weeks at the end of 23 years. Vacation must be used within 18 months following the employee's anniversary date. 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. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County's employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County Clerk's Office, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION Adopted

Victor V. Uleach  
COUNTY CLERK

DATED April 16, 2019

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

<u>B. Marshall</u>	
<u>David L. Lantz</u>	✓
<u>Marty Silver</u>	X
<u>Larry Schaefer</u>	X
<u>James H. K. K. K.</u>	X
<u>Donald J. Lee</u>	✓
<u>Alvin H. H. H.</u>	✓