

Richland County Finance & Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve a Vacation Extension for the Public Health Manager-Local Health Officer

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	March 2021	Action Needed:	Vote // Resolution
Disclosure:	Open	Authority:	
Date submitted:	February 11, 2021	Referred by:	HHS Board

Recommendation and/or action language: Approve a request to extend the use of 63.69 hours of accrued vacation time for Rosetta Kohout, Public Health Manager-Local Health Officer until August 30, 2021, and forward the recommendation onto the Finance & Personnel Committee and County Board for approval.

Background: The County Board recently approved Resolution #21-11 which granted temporary authority to the County Administrator to extend the deadline for employees to take their accrued vacation.

In subsection 12 entitled "Vacation" under the heading "Compensation and Fringe Benefits" in the Handbook of Personnel Policies and Work Rules that employees' vacation time must be used within 18 months following the employees' anniversary date except that 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, and

WHEREAS County Administrator Clinton Langreck has proposed to the Finance and Personnel Committee that the County Administrator be granted temporary authority during the continued pandemic to extend the deadline for employees to utilize their accrued vacation beyond the 18 months deadline, with this authority to expire on April 30, 2021 and extended deadline vacations must be used by not later than June 30, 2021.

The COVID-19 Pandemic caused a significant workload increase on our agency and it's likely that our Public Health Manager-Local Health Officer will not be able to utilize her accrued vacation time of 63.69 hours before the June 30, 2021 extension approved above. Rosetta Kohout's anniversary date is September 19, 2016 and the breakdown of her accrued vacation time is as follows:

Accrued vacation time to be used by 3/19/2021	63.69 hours
Accrued vacation time to be used by 3/19/2022	<u>80 hours</u>
TOTAL ACCRUED VACATION TIME	143.69 hours
 Vacation time to be awarded 9/19/2021	 80 hours

Attachments and References:

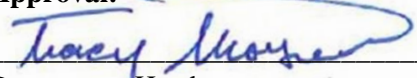
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Financial Review:

(please check one)

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

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)