

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Vacation Extension – Health and Human Services Employee

Department	Health & Human Services	Presented By:	Tracy Thorsen, HHS Director
Date of Meeting:	November 2, 2021	Action Needed:	File Report
Disclosure:	Open Session	Authority:	Handbook of Personnel Policies and Work Rules of Richland County *
Date submitted:	October 28, 2021	Referred by:	Tracy Thorsen, HHS Director

* Handbook of Personnel Policies and Work Rules of Richland County (page 17, 12. Vacation) states, “*Vacation must be used within 18 month 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.*”

Recommendation and proposed action: Motion to ... approve extending the deadline for Brittney Wirtz to use her remaining accrued vacation until January 31, 2022.

Background: Brittney Wirtz is a county employee at Health and Human Services working in the Child and Youth Services Unit as a Case Manager. The Child and Youth Services Unit is short of staff due to a vacancy which caused the need for Ms. Wirtz to cover additional workload. As a result, Ms Wirtz did not realize until last week that she still has 40 hours of vacation time that must be used before November 13th. Although not using up her vacation time was an oversight by Ms. Wirtz, Health and Human Services needed her to help cover a portion of the workload in the Child and Youth Services Unit until the vacancy is filled.

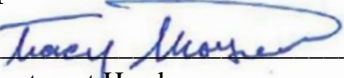
Attachments and References:

Handbook of Personnel Policies and Work Rules of Richland County	
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Financial Review:

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	No financial impact		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)