

DEPARTMENT: Planning

By: Sarah Williams,  
Interim Planning Director

Phone: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No X)

Approval of vacation time accrual for Sarah Williams up to 360 hours.

Accrual is needed as the Planning Department has staff shortages and a continued vacancy of the Planning Director. If approved, planning work and office administration can be continued without employee losing vacation time.

MOU provides for accrual up to 240 hours only, with accrual up to 360 hours with Board consent only. Employee has exceeded 240 hours (effective March pay period).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Action is allowed by provisions of Section 8.3.2 of Mariposa County MOU with AFSCME local 2730 (Mariposa County Managerial/Confidential Organization) .

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Alternative: Continue Matter

Negative Action: Would result in potential for employee to lose vacation time in excess of 240 hours when it is not possible for time to be taken.

COSTS: ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated Costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

COSTS: ( ) 4/5th Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve Contingencies, If Approved:  
\$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

Copy of Section 8.3.2 of MOU with AFSCME local 2730

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S USE ONLY

Res. No.: 00-106 Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved  Denied

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MARGIE WILLIAMS, Clerk of the Board

By: \_\_\_\_\_

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted for Comment

Returned for Further Action

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: [Signature]

0-3 years of service	2 weeks
4-9 years of service	3 weeks
10 or more years of service	4 weeks

Employees shall be entitled to take only that vacation time which has been earned.

An employee who becomes ill or injured during his/her vacation leave will not be charged vacation leave for the period of illness or injury, provided satisfactory proof in the form of a physician's statement is received by a department head within three (3) days of occurrence.

8.3.2 - Vacation Accrual. Employees may accumulate up to Two Hundred and Forty (240) hours of vacation "Vacation" without approval of the Board. With the approval of the Board, and upon request in writing to a Department Head, the Board may allow employees to accumulate up to a maximum of Three Hundred and Sixty (360) hours. Employees requesting permission from the Board to accumulate more than Two Hundred and Forty (240) hours vacation, must make that request prior to accumulating Two Hundred and Forty (240) hours. Accumulated vacation may be taken between anniversary dates with the approval of the Department Head. No employee may take more than Two Hundred and Forty (240) hours vacation at one time without the approval of the Board and recommendation of the Department Head.

8.3.3 - Sick Leave. Employees shall be entitled to take only that sick leave time which has been earned. Employees shall be entitled to cumulative sick leave "Sick Leave" with pay at the rate of ten (10) hours per month with a maximum accumulation of fifteen hundred (1,500) hours of sick leave. Department heads shall permit sick leave earned to be used for medical and dental office calls when it is necessary for the employee to be absent during working hours for this purpose. Each department head shall have the right to require a doctor's certificate showing that any employee under his/her jurisdiction is unable to perform the duties of employment by reason of illness. In the event that said certificate is not provided within three (3) days from the date of demand, said department head shall report the fact of the demand for said certificate to the Personnel Office; the employee concerned shall not be entitled to receive compensation herein provided until such time as satisfactory proof is provided to the department head of the right to receive compensation for sick leave.

Sick leave may be used by an employee when an illness or injury of an immediate family member (husband, wife, or child) residing with the employee is serious enough to require the employee to be absent from duty to care for such person. Such leave for this purpose shall not exceed six (6) working days per calendar year and requires authorization by the department head.

8.3.3.1 - Personal Necessity. Employees shall be entitled to use six (6) days of paid sick leave allotment per year in case of personal necessity. Personal necessity leave shall be limited to

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