**DEPARTMENT:** Public Works  
**By:** Michael Edwards  
**Phone:** 966-5356

**RECOMMENDED ACTION AND JUSTIFICATION:**  
(Policy Item: Yes _  No X_)

Resolution approving a two-month extension, up to 275 hours, vacation accrual for Jennie Verley of the Parks and Recreation Division of Public Works.

Jenny was off work for approximately three weeks due to workers' comp-related surgery and unable to use 8.16 hours of vacation time prior to accruing the limit of 240 hours. At the payroll cutoff for May, her total was 248.16. Also, Jenny is heavily involved in the extra-help recruitment for summer recreation programs and to take vacation time off would cause a hardship on this division.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Board policy requires approval of any exceptions to the 240-hour limitation for vacation accrual. Extensions have been granted in the past on a case-by-case basis.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not approve extension and direct that the employee take vacation time immediately or forfeit.

### COSTS:

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<tr>
<td>A.</td>
<td>Budgeted current FY&gt;</td>
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<td>B.</td>
<td>Total anticipated Costs&gt;</td>
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<td>C.</td>
<td>Required additional funding&gt;</td>
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<td>D.</td>
<td>Internal transfers&gt;</td>
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### SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:


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**CLEARK’S USE ONLY**

Res. No.: 97-2292  
Ord. No.:  
Vote - Ayes: 5  
Nees:  
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 with Comment  
☐ Returned for Further Action

Comment:

C.A.O. Initials:  

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May 20, 1997

TO: MIKE EDWARDS, PUBLIC WORKS DIRECTOR
FROM: RICHARD BEGLEY, RECREATION PLANNER
RE: Jennie Verley's Vacation Time

Due to surgery, Jennie Verley was off from April 21st to May 5th on full time Workman's Comp. She returned on a half-day schedule from May 5th to May 21st, at which time she will return to full time work.

Starting April 21st, she had a total of 234.83 Vacation Hours on the books. She has not been able to take any due to being on Workman's Comp. Adding the months earned amount of 13.33, gives her 248.16. She will loose 8.16 Hours unless she is allowed to carry her vacation time for at least another month.

Jennie Verley is requesting to be allowed to carry her vacation time of 8.16 hours for at least one month.