

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: (X) 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:
1. Begley/Edwards Letter of 5/20/97

CLERK'S USE ONLY

Res. No.: 97-222 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

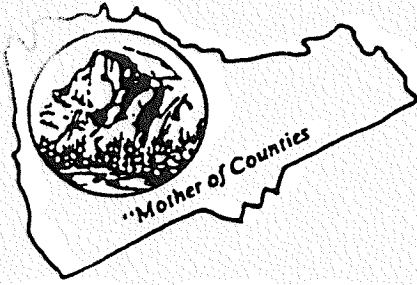
ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

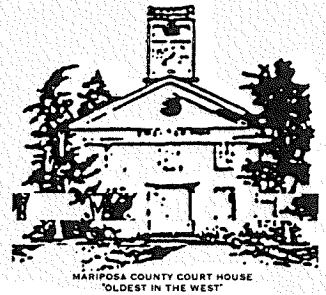
Comment: _____

C.A.O. Initials: JE



Mariposa County Parks and Recreation

P.O. Box 732
4998 Park Road Phone 209-966-2498
MARIPOSA, CALIFORNIA 95338

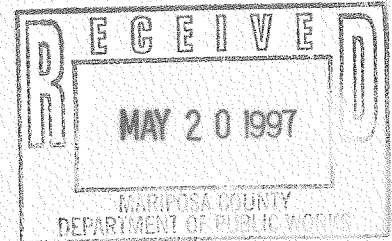


May 20, 1997

TO: MIKE EDWARDS, PUBLIC WORKS DIRECTOR

FROM: RICHARD BEGLEY, RECREATION PLANNER *RB*

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.