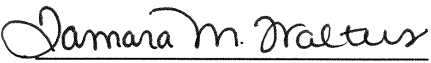




Date: November 9, 2021

To: Payroll Coordinators

From: 
Tamara Walters, Deputy Director
Division of Human Resources

Subject: Extension of Accumulated Leave Balances – Full-time, Non-sworn Employees

In order to help ensure our employees have the opportunity to take their earned paid leave time, we have recommended and Council has approved an extension of time allowed to take vacation leave and holiday leave. Additionally, CAO Hamilton has approved an extension of time allowed to use banked emergency hours (EMRG).

VACATION HOURS

All vacation hours earned may be accumulated without regard to any reduction provision from now until December 31, 2023. All employees will have until December 31, 2023 to take their earned vacation and reduce their balance of vacation to a maximum of 168 hours. Vacation hours in excess of 168 will be reduced back to 168 at the end of the pay period in which December 31, 2023 falls. Separating employees will be paid out vacation time accumulated during that period without any reduction.

HOLIDAY HOURS

All holiday hours earned may be accumulated without regard to any reduction provision from now until December 31, 2023. All employees will have until December 31, 2023 to take their earned holiday and reduce their balance of holiday leave to a maximum of 80 hours. Holiday hours in excess of 80 will be reduced back to 80 at the end of the pay period in which December 31, 2023 falls. Separating employees will be paid out holiday time accumulated during that period without any reduction.

BANKED EMERGENCY HOURS

Employees who accumulated banked emergency paid leave (EMRG) during the period March 30, 2020 to April 24, 2020 will have the time extended to take such leave to December 31, 2023.

Please share this information with all affected employees and direct any questions to Winona Embry, Payroll Manager, at 258-3034.

