

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: July 16, 2020

Item description/summary: Temporarily raising vacation accrual cap

With the Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and the Shelter-in-Place Directive issued by Bi-County Health Officer Dr. Phuong Luu over the past few months, staff has not been able to take their vacation leave. Currently four hourly employees and one salaried employee are either no longer accruing vacation leave or did not accrue for several weeks because they had reached their vacation cap. I propose to return the vacation time to the employees that stopped accruing (approximately 85 hours total) and continue to monitor employees vacation accrual. If it looks like the issue is continuing, I will bring back to the Board for further review.

Fiscal Analysis:

No fiscal impact, the cost for this item is already within departmental budgets. The only fiscal impact that may occur is if an employee terminated their employment within the next few months and the District would be paying them out for their vacation leave.

Sample Motion/Staff Recommendation:

Consider authorizing returning vacation time to employees that stopped accruing vacation due to the COVID-19 pandemic – D/A

Prepared by:

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