



## Legislation Details (With Text)

---

**File #:** 16-1037      **Version:** 1      **Name:** HR - Carry-Over Vacation Extension  
**Type:** Resolution      **Status:** Adopted  
**File created:** 10/27/2016      **In control:** City Council  
**On agenda:** 11/22/2016      **Final action:** 11/22/2016

**Title:** Recommendation to adopt resolution amending Section 19 of Resolution No. RES-16-0083 (Salary Resolution), authorizing City Manager, or other appropriate appointing authority, to extend the use of accumulated carried over vacation and in-lieu holiday time for a period not to exceed 180 calendar days. (Citywide)

**Sponsors:** Human Resources

**Indexes:**

**Code sections:**

**Attachments:** 1. 112216-R-18sr&att.pdf, 2. RES-16-0115.pdf

Date	Ver.	Action By	Action	Result
11/22/2016	1	City Council	approve recommendation and adopt	Pass

Recommendation to adopt resolution amending Section 19 of Resolution No. RES-16-0083 (Salary Resolution), authorizing City Manager, or other appropriate appointing authority, to extend the use of accumulated carried over vacation and in-lieu holiday time for a period not to exceed 180 calendar days. (Citywide)

The accumulation and use of vacation time is established within the Personnel Ordinance and must be used by the third year of earnings. The current Salary Resolution authorizes the City Manager and the separate appointing authorities to compensate employees for vacation time that they forego based upon operational needs. As staffing of the sworn officers within the Police Department has become critical, it is now necessary to allow the carried over vacation time to be extended until the current police academies are completed. To that end, it is recommended that the City Manager, or other appropriate appointing authority, may be given the authority to extend the use of carried over vacation and in-lieu holiday time for a period not to exceed 180 calendar days, depending on operational needs.

This matter was reviewed by Principal Deputy City Attorney Gary J. Anderson on October 20, 2016 and by Budget Operations Administrator Grace Yoon on October 25, 2016.

City Council action is requested on November 22, 2016, to ensure timely implementation of the Salary Resolution amendment provisions.

There is no budgetary impact as the extension of carried over vacation and in-lieu holiday are within the same fiscal year. There is no local job impact associated with this recommendation.

Approve recommendation.

[Enter Body Here]

ALEJANDRINA BASQUEZ  
DIRECTOR OF HUMAN RESOURCES

APPROVED:

PATRICK H. WEST  
CITY MANAGER