

CITY COUNCIL REGULAR SESSION

Motion to approve the carry forward of accrued unused vacation leave of 70.08 hours for the City Manager from 2020 to 2021.

Joy St. Germain, Director, 452-4581
Human Resources Department

EXECUTIVE SUMMARY

This motion will approve the carry forward of accrued unused vacation of 70.08 hours for the City Manager from 2020 to 2021.

RECOMMENDATION

Move to approve the carry forward of accrued unused vacation of 70.08 hours for the City Manager from 2020 to 2021.

BACKGROUND/ANALYSIS

The City Manager accrues vacation leave at 16.7 hours of leave per calendar month of service (25 days annually). The City Manager shall be able to use accrued vacation as it is accrued and shall use at least 15 days of vacation annually. Unused vacation accrued by the City Manager may be carried forward from one calendar year to the next in excess of the maximum amount identified in the Human Resources Policies and Procedures Manual (HRPPM) (240 hours) with the approval of City Council.

The City Manager was not able to take vacation leave during 2020 for a number of reasons including managing COVID-19 safety with the emergency operations board following the Seattle-King County Public Health and Governor's directives, and the closure of City facilities while maintaining core City services; leading and completing the 2021-2022 budget development process with the negative impact of COVID-19 on the economy and City revenue; and the months of protests to address racism at all levels of society following the murder of George Floyd on May 25, 2020.

POLICY & FISCAL IMPACTS**Policy Impact**

For the City Manager position, accrued unused vacation may be carried forward from one calendar year to the next in excess of the maximum amount identified in the HRPPM with the approval of City Council.

Fiscal Impact

If an employee separates from the City before the end of the year, the vacation hours that are carried forward will be cashed out at their current rate per HRPPM 10.5.5. There are sufficient funds in the FY 2021-2022 budget to accommodate this.

OPTIONS

1. Approve the carry forward of accrued unused vacation of 70.08 hours for the City Manager from 2020 to 2021.
2. Do not approve the motion and provide alternate direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

N/A

AVAILABLE IN COUNCIL LIBRARY

N/A