



CITY OF WAUKESHA

Administration

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Committee: None	Date:
Common Council Item Number: 20-0457	Date: 4/9/2020
Submitted By: Brian Running	City Administrator Approval: Kevin Lahner, City Administrator
Finance Department Review: Rich Abbott, Finance Director Click here to enter text.	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Approve amendment to HR Policy C2, regarding accumulation of vacation time during Declaration of Emergency.	
Details: Human Resources is requesting approval of a change to HR Policy C2. Policy C2, with the amended language added at the end in red, is attached for your reference. The reason for the requested policy change is that due to the coronavirus pandemic, the ability to travel, both domestically and abroad, has been severely limited or prohibited altogether. Vacation destinations are also closed, leaving employees with no ability to take vacations as normally would, and having to cancel plans already made. Policy C2 currently caps accrued vacation time at one and one-half times the allowed amount, i.e., it can be banked to that limit, and in any month in which that limit is reached, no more vacation time can accrue. If left unchanged, this policy would not allow employees to accrue vacation time to which they otherwise would have been entitled, because they can't use up their accrued vacation time and "clear out" the account. The requested policy change will allow employees to continue to accrue vacation time during the Emergency Declaration which otherwise would have been limited by the current policy. This will not add any additional vacation time, it will just allow it to accrue beyond the cap during the time in which it can't be used.	
Options & Alternatives: The alternative would be to leave Policy C2 unamended, which would leave the accrual of vacation time capped during the period in which vacations may not be able to be taken.	
Financial Remarks: There will be no financial impact to the City.	
Executive Recommendation: HR Department recommends ratification and approval of the requested amendment to HR Policy C2.	

