MEMORANDUM

Date: June 5, 2019

To: Budget Committee

From: Deb Alexander, HR Director

RE: Amending Leave Benefits Policy – Additional Vacation Leave

Summary:
This proposal implements the decision endorsed by the Davis County Commissioners earlier this year to award department directors and deputy directors eighty (80) hours of vacation leave in addition to their normal accruals. Going forward, vacation awards will be made at the beginning of each year – with the exception of this year. This year's award to the directors and deputy directors will be made on July 1, 2019.

Proposal:
Each department director and deputy director will be awarded eighty (80) hours of vacation at the beginning of each calendar year. Since these hours have not been awarded in 2019 (except to one director), the 80 hours of vacation will be awarded on July 1, 2019 this year. Thereafter, the vacation award will be made at in January of each new year.

These awarded vacation hours do not accumulate or roll forward from one year to the next. If the awarded hours are not used by the end of the calendar year in which they are awarded, the hours will expire and be eliminated. Similarly, these hours will not be added to a leave payout if a director or a deputy director leaves Davis County employment for any reason. These hours may not be used to participate retirement programs. The hours do not accrue, are not "cashed out" when an employee is no longer employed by Davis County and may not be used for any post-employment program participation. Eligible employees have no property right to them – they are simply a use-or-lose consideration. These hours are an attraction, retention and recognition award only.

Eligible employees will sign a document acknowledging the nature and their understanding of the terms of the award in January of each year when the hours are awarded.

Benefits of the proposal:
Large public sector organizations routinely provide senior leadership with an enhanced vacation accrual and/or award. This is done for several reasons: One, a recognition senior leader will routinely work many more hours than a standard forty hours per week. Two, a recognition of the stress associated with administering an entire department – with all its typical problems. Three, to retain talent in crucial leadership positions. A commonly acknowledged attraction to work in the public sector is benefits – including vacation accruals. As a retention strategy, the vacation award is designed to make movement

to another organization less attractive. An appropriate work/life balance has become more important to workers across all age parameters.

Increasingly, in the public sector, it has become harder and harder to recruit exceptional employees from other public sector agencies. Often taking a new position means giving up vacation accruals which can be nearly twice as much each pay period as what they will accrue in Davis County. While this proposal does not address this problem for all employees in Davis County, it does provide a strategy for attracting and retaining exceptional employees in senior leadership positions.

Costs of the proposal:
There are no cash costs for awarding the vacation hours. Any potential cost will be associated with loss of productivity when the vacation is used. As stated, above, the vacation award will expire at the end of each calendar year and may not be carried forward into the next year.

I am happy to answer any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.

5.0 – VACATION: Paid vacation is a benefit provided to designated full-time, non-elected employees. Each eligible employee will accrue vacation leave on a pay-period basis as indicated in the table below. **Department directors and deputy directors will receive an award of eighty (80) hours of vacation leave at the beginning of each year. The terms of this award are described in the document Terms and Conditions of Vacation Award document.** Vacation leave does not accrue when leave without pay is granted.

County Service	Hours Accrued Per Pay Period
0 - 5 years	4.00
6 - 10 years	4.93
11 - 15 years	5.85
16 years and over	6.77

5.1 Rehires – Former employees rehired will assume the same eligibility for vacation hours accrual they had before their termination.

5.2 Maximum Accumulation – Unused vacation leave may accrue up to a maximum of 360 hours (45 days). After the processing of the last pay check of the vacation year, any accrued unused vacation leave in excess of 360 hours will be forfeited.

5.3 Utilization – Employees are allowed to use vacation leave any time after it has been accrued with supervisor approval. Employees are not eligible to take vacation leave in advance of its actual pay period accrual. Approval and time of vacation leave is to be determined by the supervisor with due regard to the employee's requests and the needs of the department and of the County.

Saturdays, Sundays, and legal holidays occurring during a period in which leave has been granted will not be charged against accrued vacation leave, except if the employee was scheduled to work that day.

5.4 Change in Status – When employees transfer from one County department to another, their accrued vacation leave credit is not forfeited. Employees whose merit status changes to part-time, or another position which is ineligible for vacation leave, will have their vacation