



# Municipal Services District

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## Memorandum

**To:** MSD Board of Trustees  
**From:** Brooke Barnes, Human Resources Manager  
**Subject:** Vacation rollover exception due to pandemic  
**Date:** August 24, 2020

The MSD leadership team recommends an exception to the MSD policy on vacation time rollover from 2020 to 2021 to reflect the difficulty of vacationing during most of this year.

MSD policy allows for 200 hours of vacation time to roll over from one year to the next. Anything over the 200-hour vacation time carryover cap is lost (not carried over to the next year and not paid out). Because of the pandemic, many MSD employees have been in isolation without a safe option to travel and use their vacation time. This has triggered a larger than normal accrual of vacation hours for roughly 50 percent of our employees.

We have researched the approaches of various local and national employers that are offering COVID-19 special options to their employees. These approaches include the following:

- Amazon has offered employees a “buy-out” of 80 hours they normally would lose on January 1, 2021.
- Walmart has offered to let employees carry over 50 percent more hours than the policy-stated cap into the 2021 year only.
- Teleperformance will pay out any hours over their carryover cap from 2020 to 2021, less 80 hours (whether used or not).
- University of Utah Medical Center is offering a 100 percent carryover from 2020 to 2021 regardless of the policy cap but has imposed conditional blackout dates during expected busy times (flu season).

The leadership team proposes that we offer the following policy exception to employees experiencing the impact of the pandemic on vacation time:

Employees who have a balance of 200 vacation hours as of December 12, 2020, and who have used at least 40 hours of vacation time

between January 1, 2020, and December 12, 2020, would be paid for all hours in excess of 200 hours.

Employees who have not used 40 or more vacation hours by December 12, 2020, would be paid for hours in excess of 200, less 40 hours.

The vacation payout would occur on about December 18, 2020. This would be a one-time exception to our vacation carryover policy. An employee would be able to choose whether to receive this payout.

We believe this would encourage employees who have not taken vacation this year to take some, even if it is a stay-at-home vacation. We think time off is important for mental health.