



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavalley, City Manager **E-SIGN:**
FROM: Alan Bullock, HR Director
DEPARTMENT: Human Resources

DATE: November 8, 2022 **MEETING DATE:** November 29, 2022

SUBJECT / TOPIC: Deadline Extension for Use of 2022 Vacation
Accruals

BACKGROUND INFORMATION:

City rules require that employees use half the vacation they earn in any given year by the end of that year to avoid losing it. However, we recognize that we have called upon employees to go above and beyond even more than usual in the wake of Hurricane Ian. So, on October 25, 2022 Council approved a change to the city's Personnel Procedures and Rules extending the deadline from end of year to March 31, 2023. This change applies to non-bargaining employees since each of the city's four collective bargaining agreements contains 'use/lose' vacations provisions so need to be amended independently. Memoranda of Understanding signed and dated by each union are attached.

SUPPORTS STRATEGIC PLAN: Goal Three: Ensure a Fiscally Sound City

COUNCIL ACTION REQUESTED: For Council Adoption by Consent Motion

Click or tap here to enter text.

Yes N/A

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|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | City Attorney Reviewed/Approval |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Risk Management Review |

Finance Department Review/Approval
Funds Availability (account number): [Click or tap here to enter text.](#)

Original(s) attached: Proposed collective bargaining agreement

cc: