



MEMORANDUM

City of Venice

Human Resources Department

TO: City Council

FROM: Alan Bullock, Director of Human Resources

DATE: May 26, 2020

COUNCIL APPROVAL: Yes

MEETING DATE: June 23, 2020

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Request to Approve Vacation Time 'Use/Lose' Amendments for 2020 Due to COVID-19

Background: Terms and conditions of employment for city employees are governed by the Personnel Procedures and Rules and four collective bargaining agreements (AFSCME, IAFF, FOP (O), FOP (S&L), respectively. Each document contains a provision that essentially requires employees to use half of the vacation time they accrue in any calendar year, or it will be lost.

Requested Action: Due to the onset of COVID-19, employees are not able to use their vacation time as readily as normal. With the 'use/lose' provisions in place, employees may be forced to 'waste' vacation time staying at home or feel forced to travel against their better judgement, risking their family and co-workers. We propose that the 'use/lose' provisions be waived for vacation time accrued in 2020.

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): [Click or tap here to enter text.](#)

ORIGINAL(S) ATTACHED: Memoranda of Understanding, Personnel Procedures & Rules amendment

Cc: [Click or tap here to enter text.](#)