



Staff Report – Meeting Item

Non-Represented Employee Vacation/PTO Accrual Carryover
Presenter: Jennifer Gorsuch, Administrative Services Director

Phone	Email
360-817-7013	jgorsuch@cityofcamas.us

INTRODUCTION/PURPOSE/SUMMARY:

Non-represented City employees are limited on the vacation/paid time off (PTO) accruals that can be carried over from one calendar year to the next. The leave caps are outlined in the Non-Represented Employee Handbook and in policy, previously adopted by Council.

During the COVID pandemic, it has been difficult for many of these essential employees to take time off and there are concerns about exceeding the limits at the end of the year. Staff are working to take time off as able through 2020, but employees accruing at the higher levels may not be able to use enough leave to remain below the cap at the end of December 2020.

Non-represented staff request that they be allow all non-represented employees to carry over any vacation/PTO balances remaining at the end of 2020, into 2021. At the end of 2021, the employee will forfeit all leave in excess of the caps.

Recommendation/Recommended Action/Action Requested: Staff recommends that Council amend the Non-Represented Employee Handbook to allow employees to exceed the vacation/PTO accrual cap at the end of 2020 and carry the accruals forward into 2021.