



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### DECEMBER 20, 2022, 7:30PM

### Cover Sheet

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**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

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**ITEM TITLE:** Extension for the Utilization of Vacation Accumulations for Employees

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> CHIEF ADMINISTRATIVE OFFICE
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Vacation extension for all the employees who are exceeding the 240 hours threshold by 12/31/2022 to the first quarter of 2023 or until March 31, 2023.)</li></ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Administration is requesting the Town Council to approve an extension for the utilization of vacation accumulations for employees exceeding the 240 hours threshold from December 31, 2022 to March 31, 2023

**SUMMARY:** Our Personnel Policy grants employees the ability to rollover a maximum of 240 hours of vacation time into the next calendar year. Employees are encouraged to utilize their vacation benefit throughout the year without significant disruption to the operations of the Town. However, due to limited staff and vacancies, employees did not have the opportunity to fully utilize their vacation benefits. As a result, several employees have exceeded their maximum allowance for vacation rollover. Administration recognizes the sacrifice our employees are making in order to maintain a certain level of service to our community and therefore, request the approval of the recommendation below.

**RECOMMENDATION:** Consistent with prior year's request, Administration is requesting the Town Council to approve an extension for the utilization of vacation accumulations for employees exceeding the 240 hours threshold from December 31, 2022 to March 31, 2023.

**FISCAL & EFFICIENCY DATA:** N/A