



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
FEBRUARY 21, 2023 AT 7:30 PM
Cover Sheet

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ITEM TITLE: Extension for the Utilization of Vacation Accumulations for Employees
(Police Department/Finance)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATIVE (POLICE/FINANCE) Exhibits: <ul style="list-style-type: none">N/A
PUBLIC HEARING 1ST / 2ND READING		
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

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 March 31, 2023 to April 30, 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.

On December 20, 2022, Town Council approved an extension from December 31, 2022 to March 31, 2023. Staff is requesting for an additional month extension to April 30, 2023.

RECOMMENDATION: Staff recommends that the Town Council to approve the 30 days extension from March 31, 2023 to April 30, 2023 rather than the vacation payout.

FISCAL & EFFICIENCY DATA: N/A