



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

MARCH 21, 2023 AT 7:30 PM

Cover Sheet

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

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: Staff request that the Town Council to approve the vacation extension for the utilization of vacation accumulations for four officers 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.

Due to limited manpower, three officers are going to exceed the 240 hours vacation threshold by end of 12/31/2022. The Eatonville Police Department is currently working with three officers on their vacations, due to fact that the vacation payout request was placed on hold by Mr. Singh prior to his departure; we are requesting an additional month to keep them under the 240 hours threshold until April 30, 2023 rather than asking for a vacation payout for 3 officers.

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