

## **Staff Report**

**Subject:** Approval of Update to HR SOP 5.02

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** May 21, 2024

**Item Description:** Request to approve an Update to HR SOP 5.02 Paid Time Off.

### **Summary Recommendation**

After conducting a BOC Workshop (Tuesday, 4/16/2024), staff recommends updating HR SOP 5.02 Paid Time Off.

- Increase Bereavement Leave to five days or forty hours of Administrative Leave Paid.
- Allow employees to donate PTO for a coworker who has lost an immediate family member if needed beyond the allotted Bereavement Leave.

### **Alternatives**

1. Recommend approval of Update to HR SOP 5.02 Paid Time Off.
2. Disapprove and provide staff with guidance on how to proceed.

**Other Alternatives:** None

**Department Review:** County Manager and Human Resources.

**Funding Source:** No impact.

**Attachment:** Current HR SOP 5.02  
Updated HR SOP 5.02 Draft