

Staff Report

Subject: Approval of Update to HR SOP 5.02

Author: Sarah Mausolf, Director

Department: Human Resource Services

Meeting Date: March 3, 2026

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

Summary Recommendation

HR would like to tighten the policy verbiage in HR SOP 5.02 Paid Time Off, Section G - Bereavement Leave for immediate family, to spell out Mother/Father-In-Law.

All full-time and part-time regular employees who work a minimum of 30 hours per week are eligible for up to five days off for a death in the employee's immediate family (spouse, parent, sibling, child, stepchild, mother/father-in-law, stepparent, grandparent, or grandchild).

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 Resource Services.

Funding Source: No impact.

Attachment: Current HR SOP 5.02
Updated HR SOP 5.02 Draft