

# South Bay Cities Council of Governments

October 28, 2021

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

SUBJECT: Extension of Temporary Adjustment to Vacation Cap and Accrual

## BACKGROUND

Due to the COVID-19 pandemic and the stay-at-home order issued by Governor Gavin Newsom in March 2020, the South Bay Cities Council of Governments temporarily modified the employee policy for maximum vacation accruals to give staff additional time to use vacation hours overage accrued. The modification adjusted the time available from 60 days to 120 days after the Stay-at-Home order was lifted.

The Stay-at-Home order was lifted in June 2021, but several staff have not been able to utilize accrued vacation as anticipated due to staff shortages. To allow adequate time for staff to use their vacation, it is recommended to extend the cap to December 31, 2021. This extension will allow vacation time to be spread out so that tasks can be covered and there aren't significant numbers of people out at the same time.

For reference, the official policy is as follows:

### *Maximum Vacation Leave Accrual Limit*

*Vacation leave may be accrued up to a maximum of two (2) times an employee's annual accrual. For example, an employee who has 2 or more years of qualifying service and accrues 112 vacation hours on an annual basis may accrue up to a maximum of 224 hours of vacation leave. Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee's vacation leave balance falls below the maximum.*

*However, if an employee cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to SBCCOG operational considerations, the employee will be provided an additional four months within which to take vacation leave in order to bring the employee's accrual below the maximum. The employee continues to accrue vacation leave during these additional four months.*

## RECOMMENDATION

Recommend Board approval to extend the date to December 31, 2021 for employees to use vacation accrual overage.