

Warren County Board of Supervisors

RESOLUTION NO. 336 OF 2010

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Goodspeed, Sokol, Merlino, Strainer and Conover

AMENDING RESOLUTION NO. 820 OF 2004 REGARDING PERSONNEL POLICIES FOR COUNTY EMPLOYEES OUTSIDE THE BARGAINING UNIT; REPEALING AND ADDING TWO NEW SECTIONS TO REPLACE THE EXISTING SECTION 1(F) AND (G)

WHEREAS, Resolution No. 820 of 2004, among other things, amended Section 1 of Article IV of Resolution No. 308 of 1996 with regard to vacation leave, and

WHEREAS, the Personnel Committee has recommended that Section 1 subparagraphs (f) and (g) be repealed and two (2) new subparagraphs be added as follows:

- “f. Vacations shall be scheduled with the approval of the employee’s Department Head, which approval shall not be unreasonably withheld. All vacations shall be taken in the calendar year during which the employee becomes entitled thereto. Vacation credits shall not be carried over from one calendar year to another or used in whole or in part any year except the year in which it is due; provided, however, that the County will allow an employee (1) to carry part of the vacation time earned in one calendar year over into the succeeding calendar year upon advance notice to the Department Head, and solely as a continuation of a planned trip commenced in the 12th month of the calendar year; or (2) to carry over up to 5 vacation days, not taken by the employee, into the succeeding calendar year, upon notice to the Department Head by December 1 of the current calendar year, to be taken no later than June 1 of the succeeding calendar year.

- g. All vacation time must be taken with the time frames provided and any time not so taken shall be forfeited or lost and no compensation shall be made to any employee, except that vacation time earned and not taken shall be paid to the employee upon application to the Warren County Board of Supervisors and a finding by such Board that 1) in the case of an employee who is not a Department Head that the employee was requested to not take vacation time or was affirmatively denied the opportunity to take vacation time at any time during the time frames herein provided by the Department Head or 2) in the case of a Department Head, the Department Head was requested by the Board of Supervisors to not take vacation or affirmatively denied the right to take vacation or 3) with regard to any employee injury or disability prevented the use of vacation time. The application provided for herein must be made within 6 months of the end of the year in which use of vacation time was earned and payment, if awarded, will be at the rate earned. Failure to make such an application shall constitute a forfeiture and/or waiver of right to be compensated for qualifying unused vacation time and the County shall have no continuing liability therefore.”

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now, therefore, be it

RESOLVED, that Section 1 subparagraphs (f) and (g) of Resolution No. 820 of 2004 are hereby repealed and replaced with the two new sections as set forth in the preambles of this resolution, and be it further

RESOLVED, that other than the above amendments, Resolution No. 820 of 2004 shall remain in full force and effect.