

2 **RESOLUTION: Granting Exceptions to Human Resources Policy 17 - Vacation**

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5 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

6 **WHEREAS**, Winnebago County's vacation policy, Human Resources Policy 17, currently allows up to five
7 vacation days per employee which remain at the end of one calendar year to be carried over to the next calendar
8 year; and

9 **WHEREAS**, due to various reasons related to the COVID-19 crisis, at this point of the year some County
10 departments have found it very difficult to allow employees to use vacation to the extent that they normally would,
11 while many employees have found it difficult to use vacation for reasons such as travel restrictions, difficulty in
12 obtaining child care, and general uncertainty; and

13 **WHEREAS**, disruption to department operations may result if vacation usage is compressed at the end of
14 the year; and

15 **WHEREAS**, allowing an additional five days of vacation to be carried over from 2020 to 2021, as an
16 exception to the rule, would help ease this situation without requiring any additional expenditures by the County;

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18 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
19 authorizes Winnebago County employees to request a carryover of up to five (5) additional vacation days from 2020
20 to 2021, with department head approval, for a maximum of ten (10) vacation days. The ability to carry over ten (10)
21 vacation days from 2020 to 2021 is an exception to the current policy that limits employees to carry over five (5)
22 vacation days as provided by Human Resources Policy 17.05(c).

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24 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that all other provisions of
25 Human Resources Policy 17 will remain in effect, and that this exception will apply only to carryovers from calendar
26 year 2020 to calendar year 2021.

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28 Respectfully submitted by:

29 **PERSONNEL & FINANCE COMMITTEE**

30 Committee Vote: **4-0**

31 Vote Required for Passage: **Majority of Those Present**

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33 Approved by the Winnebago County Executive this ____ day of _____, 2020.

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36 _____
37 Mark L Harris
Winnebago County Executive