

2 **RESOLUTION: Amend Human Resources Policy 17 - Vacation**

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TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

6 **WHEREAS**, the current Human Resources Policy 17, Vacation, provides that vacation that is earned in one
7 calendar year may be used by an employee during the next calendar year; and

8 **WHEREAS**, this aspect of the County’s vacation policy has been detrimental to recruitment of new
9 employees, since a new employee has no vacation available for use during the year of hire, and only a prorated
10 portion of a full year’s vacation is available for use in the employee’s second year of employment; while the vacation
11 earned during an employee’s final year, which is paid out after termination of employment, has no perceived value to
12 employees at the time of recruitment; and

13 **WHEREAS**, if the vacation expected to be earned during a year is made available to an employee at the
14 beginning of that year, rather than at the end of that year, it will be seen as significantly more valuable to potential
15 new employees, even though the total amount of vacation earned over the employee’s tenure with the County would
16 be exactly the same; and

17 **WHEREAS**, this change can be made with respect to new hires only, although it should also be extended to
18 employees hired after January 1, 2019, so that new hires in 2020 will not have more vacation available for use than
19 employees hired during 2019; and

20 **WHEREAS**, policy language has been drafted which will effectuate this change, and will also clarify and
21 improve the policy regarding carryovers of vacation days from one year to the next and regarding conversion of
22 vacation days to hours for employees whose schedules change;

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24 **NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of Supervisors, that effective
25 January 1, 2020, the previously-adopted Human Resources Policy 17, Vacation, is amended by replacing it in its
26 entirety with the attached new policy language, which is made a part of this Resolution and incorporated herein by
27 reference.

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29 **Fiscal Impact:** This Resolution has no direct fiscal impact.

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31 Respectfully submitted by:

32 **PERSONNEL AND FINANCE COMMITTEE**

33 Committee Vote: **4-0**

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

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36 Approved by the Winnebago County Executive this ____ day of _____, 2019.

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38 _____
39 Mark L Harris
40 Winnebago County Executive