

REQUEST TO TEMPORARILY SUSPEND LEAVE ACCRUAL RATE LIMITS DURING PROCLAIMED LOCAL EMERGENCY

I. BACKGROUND INFORMATION

In accordance with Monterey County Personnel, Policies, and Practices Resolution (PPPR) No. 98-394 Section A.30.15 Vacation/Annual Leave Accrual Rate Limit Suspension During Proclaimed Local Emergency/Disaster, the County Administrative Officer or authorized designee may approve the temporary suspension of accrual rate limit for employees who are required to work during a proclaimed local emergency/disaster.

An employee who has reached their corresponding accrual rate limit, as defined in the applicable Memorandum of Understanding (MOU) or PPPR provisions, may request the temporary suspension of such accrual rate limit during a proclaimed local emergency/disaster. Such request shall be processed in accordance with this Administrative Procedure.

Eligible employees will be granted either a grace period (determined by the Director of Human Resources or designee) of six (6) months following the termination of the proclaimed local emergency/disaster to use or lose the accruals over the threshold or allow employees a one-time cash out within sixty (60) days of the termination of such emergency/disaster not to exceed forty (40) hours below the corresponding accrual cap/maximum. Eligible employees must be afforded the opportunity and encouraged to take time off at the earliest possible opportunity, even pending the local emergency.

II. PROCEDURES

1. The County Administrative Officer or authorized designee declares a local emergency/disaster.
2. The County Board of Supervisors proclaim a local emergency/disaster.
3. The County Administrative Officer or authorized designee will notify departments of the declared local emergency/disaster.
4. In order to be considered for the temporary suspension of their accrual rate limit, employees must complete the Request to Temporarily Suspend Leave Accrual Rate Limit During Proclaimed Local Emergency/Disaster form and submit to their supervisor/manager for processing. The Department Head shall review and approve or deny the request form and forward to the Human Resources Department.
 - a. Employees will receive a copy of the approved/denied request form once final review by the Director of Human Resources or designee has been conducted.
5. The Director of Human Resources or designee will notify Department heads of the six (6) month grace period upon the termination of the proclaimed local emergency/disaster.
6. Employees with approved request forms shall work with their corresponding department to either schedule time off during the identified six (6) month grace period or process the one-time cash out not to exceed forty (40) hours below their corresponding accrual cap/maximum.
 - a. At the termination of the declared local emergency, the Auditor-Controller's Office will perform an audit of approved employee's accruals to capture lost bi-weekly accruals and provide employees with reconciled leave balances.
 - b. The payment of the one-time cash out will be processed by sending an email request to the Auditor-Controller's Office and attaching the approved request form.