

Salt Lake County Human Resources Policy 4-200A: Leave Practices

Purpose
This policy explains the circumstances under which an eligible employee may bank, use, and be paid out for vacation leave accumulated in excess of the 320 hours use or lose cap which they were unable to use during 2020.

I. Policy

Salt Lake County recognizes the efforts by all eligible employees to forego taking vacation leave in order to respond to the declared emergencies regarding the COVID-19 pandemic, earthquakes, and wind damage; COVID-related travel restrictions; and school closures; all of which limited the ability for employees to use vacation leave.

II. Procedures

- A. Unused accrued vacation in excess of 320 hours on December 31, 2020.
 - 1. Hours in excess of 320 hours on December 31, 2020 shall be banked separately from other vacation hours and available to use until December 31, 2022.
 - a. Up to 80 of the banked hours may be paid out upon separation of employment until December 31, 2022.
 - 2. Hours accrued from January 1, 2021 through December 31, 2022 shall be subject to the standard 320 hours use or lose cap.
 - 3. This policy sunsets on December 31, 2022.

III. References

- A. Human Resources Policy:
 - 1. 4-200, Leave Practices
 - 2. 4-900, Retirement

APPROVED and ADOPTED this 13 day of October, 2020.

SALT LAKE COUNTY COUNCIL

By 
Max Burdick, Chair

ATTEST:

Sherrie Swensen, County Clerk

Approved as to form and legality:

Zachary Lancaster
Deputy District Attorney
Digitally signed by Zachary Lancaster
Date: 2020.10.07 15:28:31 -06'00'

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Voting:

Council Member Bradley voting	<u>"Aye"</u>
Council Member Bradshaw voting	<u>"Aye"</u>
Council Member Burdick voting	<u>"Aye"</u>
Council Member DeBry voting	<u>"Nay"</u>
Council Member Granato voting	<u>"Aye"</u>
Council Member Jensen voting	<u>"Aye"</u>
Council Member Newton voting	<u>"Aye"</u>
Council Member Snelgrove voting	<u>"Nay"</u>
Council Member Ghorbani voting	<u>"Aye"</u>