

INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: February 2, 2021

SUBJECT: Revision to Administrative Policy AM-704.1 Sick Leave Donation

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. The policies are reviewed, and recommended revisions are presented to the Indian River County Board of County Commissioners (IRCBOCC) for consideration.

In response to the need for employees to be able to donate vacation leave to employees who are absent for COVID-19 related reasons, revisions to the Sick Leave Donation policy are recommended to reflect the following changes:

- Removes the eligibility requirement of continuously employed for at least twelve months
- Allows donation for COVID-19 related reasons
- Removes the requirement for the employee to be out for a minimum of two consecutive weeks
- Clarifies sick leave donations for approved intermittent absences for a regimen of treatment related to a serious medical condition upon approval by County Administrator or County Attorney if applicable.

FUNDING:

Funding for sick leave is provided in the applicable departmental budget. Adjustments will be made as time is donated.

RECOMMENDATION:

Staff recommends the Board approve the revisions to Administrative Policy AM-704.1 Sick Leave Donation.

ATTACHMENTS:

AM-704.1 Sick Leave Donation Policy (markup)
AM-704.1 Sick Leave Donation Policy (final)