

INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: June 1, 2021

SUBJECT: Revision to Administrative Policy Manual AM-702.1 Sick Leave

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Human Resources, in consultation with the County Administrator and Director of Emergency Services, has updated the non-union Sick Leave policy to reflect the accrual balance adjustment and sick leave payout at the time of promotion into the position of Battalion Chief or Assistant Chief, as well as payment of accrued sick leave at retirement or death for individuals promoting into the position of Battalion Chief, Assistant Chief or Fire Chief. The policy has also been updated to replace the word “permanent” with “regular” when referencing full time employees.

FUNDING:

The budgetary impact will be the payout of sick leave balances upon promotion and upon retirement or death and will be funded from the Emergency Services District budget.

RECOMMENDATION:

Staff recommends the Board approve the revision of AM-702.1 Sick Leave.

ATTACHMENTS:

AM-702.1 Sick Leave