

INDIAN RIVER COUNTY
MEMORANDUM

TO: Honorable Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator

FROM: Suzanne Boyll, Human Resources Director

DATE: December 27, 2024

SUBJECT: Revision to AM-502.1 Vacation Leave

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Policy AM-502.1 establishes the vacation leave benefit for non-union employees.

Staff is requesting this policy be updated to increase the maximum vacation accrual to 22 days per year for employees with fourteen (14) or more years of service. This is consistent with the number of vacation days provided under the Teamsters' collective bargaining agreement.

Additionally, the policy has been updated to clarify the provision for prior service credit for vacation accruals, remove out of date language regarding part-time employees hired prior to June 22, 2001, and identify what occurs with vacation accruals when an employee transfers from a full-time to part-time position.

FUNDING:

The budgetary impact of these additional days will be minimal since it only impacts employees with over 14 years of service and will likely not require backfill of the position in all cases. Where necessary, overtime will be incurred in some departments where sufficient coverage does not exist. In this instance, the overtime expense will be funded from the individual departmental budgets.

RECOMMENDATION:

Staff respectfully requests the Board of County Commissioners approve staff's recommendation the revise AM-502.1 Vacation Leave.

ATTACHMENTS:

AM-502.1 Vacation Leave