

INDIAN RIVER COUNTY
MEMORANDUM

TO: Michael Zito
Interim County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: January 26, 2023

SUBJECT: Revision to Administrative Policy AM-702.1 Sick Leave

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. On October 18, 2022, the BOCC approved a revision to AM-702.1 Sick Leave to provide for a conversion of sick leave to vacation leave of one-half of the sick leave hours over the maximum accrual at the end of the year for employees hired on or after October 1, 2011. A review of this policy revealed that additional language changes were needed to allow for accruals throughout the year to exceed thirty (30) days. Staff is requesting to reflect the following language change:

For regular full-time employees hire on or after October 1, 2022, ~~sick leave accruals will not exceed thirty days at any time.~~ At the end of December of each year, any sick leave hours over the thirty (30) day maximum will be converted to vacation hours using the following formula:

The updated policy is attached.

FUNDING:

Funding for these expenses will be paid from each department budget that is impacted.

RECOMMENDATION:

Staff respectfully requests the Board of County Commissioners approve the revisions to AM-702.1 Sick Leave.

ATTACHMENTS:

AM-702.1 Sick Leave (draft and markup)