

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Honorable Board of County Commissioners

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

FROM: Suzanne Boyll, Human Resources Director

DATE: September 17, 2024

SUBJECT: Revision to AM-503.1 Holiday Schedule (Personal Day)

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. AM-503.1 Identifies the Holidays observed by the County and includes a Personal Day.

Staff is requesting the policy be updated to include an additional Personal Day. This will result in two (2) Personal Days off for non-union employees each year. This is consistent with the number of Personal Days bargained under the Teamsters Collective Bargaining Agreement.

**FUNDING:**

Although indirect, the estimated cost is \$139,439.31, including benefits, countywide for all non-union employees.

**RECOMMENDATION:**

Staff respectfully requests the Board of County Commissioners approve staff's recommendation the revise AM-503.1 Holiday Schedule adding a Personal Day to the holiday schedule.

**ATTACHMENTS:**

AM-503.1 Holiday Schedule