

INDIAN RIVER COUNTY
MEMORANDUM

TO: Honorable Board of County Commissioners

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

FROM: Suzanne Boyll, Human Resources Director

DATE: October 13, 2023

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

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 reflect the Personal Day holiday hours may be requested in hourly increments. This is consistent with the use of Personal Day leave under the Teamsters collective bargaining agreement.

Staff is also clarifying that the Personal Day for non-union shift employees working a 112-hour schedule biweekly will equal to one full shift.

FUNDING:

There is no additional cost. The policy reflects benefits which have already been funded in the FY2023/2024 budget.

RECOMMENDATION:

Staff respectfully requests the Board of County Commissioners approve staff's recommendation the revise AM-503.1 Holiday Schedule clarifying the Personal Day

ATTACHMENTS:

AM-503.1 Holiday Schedule