



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: March 21, 2023

ITEM: Discussion Regarding Payment of Employee Vacation Leave Accruals

DEPARTMENT: City Manager

PROPOSED ACTION: Staff discussion with City Council; City Council support to proceed.

BACKGROUND: The City Code provides for vacation leave to be accrued up to twice the annual accrual rate, and that any time earned above that is to be lost if not used prior to January 1 of each year.

With the impact of the COVID-19 Pandemic in 2020, the City Manager provided for an extension of the time period to use excess vacation leave until January 1, 2022, and that extension has been rolled forward for the last several years.

A significant number of employees have vacation leave accrued above the cap. The City Manager discussed a vacation leave payout for employees over the accrual limit with City Council at the retreat. The City Manager recommends that full-time employees who have accrued vacation leave above the annual cap be paid for the excess time to reduce their accrued vacation leave to the annual cap. For 24-hour shift employees, the accrued time payment will apply to both vacation and holiday time since both are combined for these employees; the applicable cap to be applied for payment for these employees will be the revised accrual caps that are included in Ordinance No. 23-5 which was approved on first reading at the March 14, 2023 Council meeting.

BUDGET/FINANCIAL IMPACT:

An estimated cost of the proposed leave payout is approximately \$370,000. If approved by Council, a budget amendment will be brought forward to appropriate the funds.

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: Staff recommends Council approval for the staff recommendation for payment of accrued vacation leave exceeding the annual vacation leave accrual limits.

ATTACHMENTS: None

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.