



Board Agenda Item 44

DATE: December 4, 2018

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Approval of Minimum Annual Leave Waiver

RECOMMENDED ACTION(S):

Approve waiving the minimum annual leave usage requirement (Section 615.5 of the Fresno County Salary Resolution) for the 2018 payroll year.

Due to extraordinary circumstances, one (1) employee will be unable to use the required hours of annual leave during payroll year 2018. Pursuant to the Fresno County Salary Resolution Section 615.5.8, approval from your Board is required to waive the minimum annual leave usage requirement.

ALTERNATIVE ACTION(S):

Do not approve the waiver, which would result in the employee forfeiting approximately eighty-seven (87) hours of annual leave.

FISCAL IMPACT:

There is no increase in net County cost associated with the recommended action.

DISCUSSION:

Section 615.5.8 of the Fresno County Salary Resolution permits your Board to waive the applicable annual leave usage requirement in those extraordinary circumstances where it has been determined that doing so would serve the best interests of the County. Due to extraordinary circumstances, the following employee will be unable to use the required one hundred-twenty (120) hours of annual leave during payroll year 2018:

Sebastian Artal, Senior Engineer Design Division, Public Works and Planning

Mr. Artal is responsible for the oversight of staff members actively working on time-sensitive, grant-funded projects on behalf of roads, infrastructure, and other County service areas. Twelve (12) experienced Engineers left the County of Fresno this calendar year creating a significant increase in Mr. Artal's workload in order to ensure the successful completion of these time-sensitive projects. The Director of Public Works & Planning has indicated that Mr. Artal has had been unable to take the minimum required hours this year in order to complete work on these projects and ensure that grant funds are not at risk.

Based on of the above-cited extraordinary circumstances and the operational impact as described by the Director of Public Works & Planning, it is recommended that the mandatory annual leave usage requirements applicable to this employee be waived. If your Board does not approve this waiver, the

employee will forfeit approximately eighty-seven (87) annual leave hours. This employee has never requested a waiver of the minimum annual leave usage requirement and has been integral to ensuring successful completion of these time-sensitive projects.

CAO ANALYST:

Debbie Paolinelli