

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 06/22/2023 Weekly Agenda Date: 06/27/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval to carryover 80 hours vacation for K.S. to be used within the next year.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Due to business related circumstances, K.S. will not be able to use all accrued vacation hours before they are lost, this agenda item is requesting K.S. be able to carryover that time.

BACKGROUND:

According to the Woodbury County Handbook, employees are not allowed to carryover more vacation than they accrue through the year and the Board of Supervisor's approval is required to rollover vacation in rare situations.

FINANCIAL IMPACT:

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IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the carryover of 80 hours vacation for K.S. to be used within the next year.