



# Baldwin County Commission

## Legislation Text

---

File #: 21-0105, Version: 1

---

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 10/20/2020  
**Item Status:** Addendum  
**From:** Wayne Dyess, County Administrator  
Terri Graham, Development and Environmental Director  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

---

### **ITEM TITLE**

Request to Temporarily Waive Annual Leave Rollover Maximum Rates

### **STAFF RECOMMENDATION**

For discussion only.

Approve a temporary waiver of the following Baldwin County Employee Handbook Policy, Section IV.A. regarding the maximum amount of annual leave an employee can rollover, applicable to the 2020 calendar only. The waiver will allow employees to carry over annual leave hours from calendar year 2020, to calendar year 2021. Any carryover hours from calendar year 2020 must be used in the calendar year 2021

*"Employees may take annual leave in the year it was earned, or may carry it over for use in later years. However, there is a limit to the amount of annual leave that may accrue.*

<i>Years of Service</i>	<i>Maximum Accrued Hours</i>	<i>(2 x annual rate)</i>
<i>0 - 5</i>	<i>192 hours</i>	<i>(24 days)</i>
<i>6 -10</i>	<i>240 hours</i>	<i>(30 days)</i>
<i>11 - 15</i>	<i>336 hours</i>	<i>(42 days)</i>
<i>Over 15</i>	<i>384 hours</i>	<i>(48 days)</i>

*If an employee earns annual leave in excess of the maximum amount listed on the table, the excess amount will be forfeited if not taken by the last full pay period in the calendar year. The amount of leave at the end of the pay period shall be no more than two (2) years of total accrued time. Employees must consider the time accrued for the last full pay period of the calendar to be included in leave that must be taken."*

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** Due to Hurricane Sally recovery and previous COVID-19 restrictions during 2020, staff requests that the maximum amount of annual leave that is allowed to rollover per year, be temporarily waived for the 2020 calendar year.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A