

Date: November 24, 2008

To: Larry O'Brien, Assistant City Attorney

From: Brad Wirtz, Human Resources Director

RE: MGO Revision Notes - Absence

The proposed revisions do not add additional benefits, but provide for greater flexibility and less administrative oversight in the administration of existing benefits.

The revision regarding vacation carryover allows for employees to carryover up to two (2) weeks of vacation without the need to seek approval. Previously employees were required to seek the permission of the department head. Given the relatively insignificant amount of vacation involved and the history of approving such requests it is unlikely that this modification will result in any recognizable reduction in services.

The revision regarding floating holidays allows employees hired after November 1 of each year to carryover floating holidays. Previously newly hired employees had to use the 3.5 personal holidays received when hired prior to the end of the calendar year. Generally speaking it is very inconvenient for the newly hired employees and the affected departments to allow the time off with only two (2) months, or less, left in the year.

The revision regarding bereavement leave is a clarification regarding the existing practice of allowing employees to take time off when a death occurs outside the employee's immediate family. The employee is allowed to charge the absence to any accrued paid leave time s/he has available.

All of these modifications were incorporated and previously adopted by the council in the collective bargaining agreement with AFSCME Local 60.