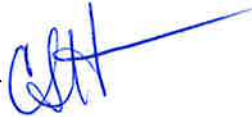


TOWN OF OCEAN VIEW
DELAWARE

February 4, 2021

TO: Mayor and Council

FROM: Carol S. Houck, Town Manager



SUBJECT: Calendar Year 2020 Limited Vacation Pay Out due to Pandemic - Consideration

In association with Covid-19 coverage there are three employees with our Police Department that were unable to use vacation time and thereby exceeded our 6-week carry over limit. All are long term employees that accrue 25 or 30 days a year based on years of service. It has been determined that circumstances associated with the Pandemic resulted in time off being denied or ultimately unable to be taken to cover shifts, the office, the front desk or provide departmental oversight.

This limited payout plan would be for this year only and I have further directed our management team to regularly remind employees of the maximum carryover of accrued leave. In fact, we routinely provide reminders of leave balances throughout the year, which I will better monitor going forward.

A total of 530 hours of vacation time was forfeited by the three employees. I recommend we issue a one-time payout of 420 hours/3 weeks each totaling \$ 17,113.76 The cost will be funded from the Police Department's FY2021 Personnel Budget. In addition, the payout of accrued leave time such as this is not pension eligible according to the State of Delaware Pension Office.

