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Pima County Board of Supervisors

To: Melissa Manriquez, Clerk of the Board

From: Dr. Matt Heinz, Supervisor, District 2

Date: July 20, 2022

RE: BOS Agenda 08/02/22: Vacation Time Accruals

Please add this item to the Regular Agenda for 8/2/22. Thank you.

Board of Supervisors:

Discussion/Direction/Action: Directing the County Administrator and County staff to amend the County's BOS Policies, Administrative Procedures and/or Personnel Policies and Merit Rules, to make the following four adjustments to Vacation Leave:

- (a) Increase the number of vacation days accrued for all levels/tenures of employment by a total of five days per year (40.0 hours per year), as follows:

Years of Employment with Pima County	Current Vacation Days Accrued Per Year	Proposed Vacation Days Accrued Per Year	Total Additional Vacation Days per Year
0-2 years	12	17	5
3-7 years	15	20	5
8-14 years	18	23	5
15+ years	21	26	5

- (b) Front load 40 hours (5 days) of vacation time to day 1 of someone's full-time employment with the County (prorated accordingly for part-time employees) and have the remaining hours begin accruing also on day 1 of employment.
- (c) Ensure that a returning employee is credited for previous service to the County. A returning employee (who did not retire, and left and returns on good terms) will begin to accrue at the rate they were at when they left. (I.e. if they left after 6 years of employment with the County, when they return they accrue at the same rate as those who have 6 years with the County today. They don't start over at 0.)
- (d) Make this adjustment for returning employees retroactive to the fullest extent practicable.

cc: Jan Leshar, County Administrator
Francisco García, MD, MPH, Chief Medical Officer and Deputy County Administrator for Health and Community Services
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Steve Holmes, Deputy County Administrator
Ellen Moulton, Director, Finance and Risk Management Department
Cathy Bohland, Director, Human Resources Department