



CITY OF KETTERING
DEPARTMENT OF HUMAN RESOURCES

Date: July 22, 2020

To: Mark W. Schwieterman, City Manager
Steven E. Bergstresser, Assistant City Manager
Department Directors

From: Sara E. Mills Klein, Human Resource Director *Sara E. Mills Klein*

Re: ***Vacation Carryover Due to COVID-19 Pandemic***

Due to the COVID-19 Pandemic and the travel restrictions associated with it, an increased number of City of Kettering employees have canceled or postponed vacations.

Under normal circumstances, the total amount of accrued vacation leave may not exceed thirty (30) days, (or 240 hours) unless the employee has notified the Human Resource Department in writing of their commitment to retire. Also according to policy:

Administrative Policies and Procedures #302 Vacation Leave

4. a. The City Manager is authorized to designate alternate Vacation Year periods for specific groups of employees. The City Manager may also extend Vacation Year periods for employees on a case-by-case basis.

We have created the attached form for employees who would like to request that their vacation year be extended to February 28, 2021 one time only for vacation year 2020 (carried over to February 28, 2021). If you have an employee who wishes to extend his or her vacation year, please have them complete the attached form and send it to the City Manager's office on or before August 30, 2020.

If you have any follow up questions or concerns, please contact Human Resources.

CC: Finance Department



To: Mark W. Schwieterman, City Manager

From:

Date:

Re: Vacation Leave Carryover

I will be _____ hours over the 30 day/240 hour vacation carryover limit.

Due to the COVID-19 pandemic, I request that I be allowed to carry over this vacation into the 2021 vacation year to be used on or before 2/28/2021. This extension for carryover to 2/28/2021 is a one-time only exception due to COVID-19 and the City Manager's discretion to extend the vacation year.

Thank you for your consideration.

Note: If the number of hours requested above is less than the actual overage as of the Vacation Year End Pay Period (9/27/2020), any accruals through that pay period will be included in the approved extension.

I concur/do not concur with the leave carry over. _____
Director Date

I concur/do not concur with the leave carry over. _____
Mark W. Schwieterman Date