



MEMO

TO: Cass County Commission
FROM: Bob Henderson, IT Director
DATE: December 22, 2021
SUBJECT: Payout of Annual Leave Accumulation

Cass County Annual Leave Policy 303 required employees to use all annual leave over 240 hours by January 15th of each year. However, there is an exception made for extreme hardship or emergency to allow for a payout of the overage balance, if approved by the county commission, as amended in the December 6th, 2021 commission meeting.

Tami Hansen has 314.75 hours of leave that she will be unable to use before January 15th, 2022. The reason for the overage was due to the additional work and tight timelines with conversion and implementation of the UKG HR platform.

I am requesting the commission allow the payout approved at the December 6th Commission Meeting for Tami Hansen.

SUGGESTED MOTION:

Move to approve vacation payout for the year ending December 31st, 2021 for vacation hours accrued over 240 hours for Tami Hansen to be paid out on her January paycheck.

Bob Henderson
Information Technology Director

Below is a breakdown of Tami's vacation hours as of the end of the year. It includes the total over the 240, and the current rate or pay. To note, Tami has done her best this year to be able to take vacation, but has been hampered by the ongoing projects which require her hands-on assistance.

In addition, Tami's assistance will be vital in the second phase of our ERP project and rolling out Dynamics. She will be hard pressed to take adequate vacation during this project for similar reasons.

	End of Year Balance	Over Max Hours	Hourly Rate	Payout Cost
Tami Hansen	314.75	74.75	\$48.55	\$3,629.11