

May 4, 2017

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**APPROVAL TO ALLOW THE NEW HUMAN RESOURCES MANAGER TO BORROW COMPREHENSIVE ANNUAL AGAINST FUTURE EARNED LEAVE FOR A TWO-WEEK PRESCHEDULED VACATON IN JULY 2017**

**RECOMMENDATION**

It is recommended that the Board:

1. Approve a loan of Comprehensive Annual Leave (CAL) to the Human Resources Manager, Melissa Grisales, in the form of allowing a negative CAL balance to exist, in an amount not to exceed 40 hours, for time off during the month of July 2017.
2. Direct the General Manager to recover any unpaid loan balance at the proper pay rate per hour from unpaid salary in the event that Ms. Grisales' employment with the District is terminated for any reason prior to repayment of the loan.

**FISCAL IMPACT**

This action will have no net fiscal impact once the leave is repaid. In the unlikely event that the employee's employment is terminated by either the VRSD General Manager or the employee prior to the borrowed leave being repaid, the unpaid balance would be deducted from salary due the employee, negating any risk to the District.

**BACKGROUND/ANALYSIS**

The District recently hired Melissa Grisales as the new Human Resources Manager, and she commenced employment on April 24, 2017. As part of the offer of employment to Ms. Grisales, the General Manager agreed to allow her two weeks off in July 2017 due to a trip she already had planned with her family.

Further, the General Manager agreed to request the Board to approve a loan of Comprehensive Annual Leave (CAL) such that she would not have to take leave without pay for her two weeks off, since she will not have accumulated sufficient leave by the time of her vacation.

Ms. Grisales will accumulate CAL at the rate of 9.82 hours per pay period. Assuming


she had not taken any other leave by the start of the week of July, 3 2017, the theoretical start of her two week vacation, she would have a balance of 49.10 hours.


Then during her vacation, she would use 80 hours of CAL and be in deficit by 21.08 hours by the end of the week of July 7, 2017. However, under this scenario, it would take only until the end of the week of August 14, 2017 for her to reach a positive leave balance. The form of the loan of CAL would merely be allowing her to maintain a negative CAL balance for the time period she is in deficit.

The General Manger has reviewed this request and found it to be reasonable, to be a break-even scenario for both the District and the employee, and to create virtually no risk to the District.

This letter has been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4600 or via email at christheisen@vrsd.com.

APPROVED FOR FUNDS AVAILABLE:   
Vickie Dragan, Director of Finance

APPROVED FOR MAY 4, 2017 AGENDA:   
Chris Theisen - General Manager

Attachments: Calculation of Comprehensive Annual Leave Deficit and Payback

## Calculation of Comprehensive Annual Leave Deficit and Payback

Week of:	CAL Earned (hrs.)	CAL Used (hrs.)	CAL Balance at End of Week (hrs.)
4/24/17	4.91	0.00	4.91
5/1/17	4.91	0.00	9.82
5/8/17	4.91	0.00	14.73
5/15/17	4.91	0.00	19.64
5/22/17	4.91	0.00	24.55
5/29/17	4.91	0.00	29.46
6/5/17	4.91	0.00	34.37
6/12/17	4.91	0.00	39.28
6/19/17	4.91	0.00	44.19
6/26/17	4.91	0.00	49.10
7/3/17	4.91	40.00	14.01
7/10/17	4.91	40.00	(21.08)
7/17/17	4.91	0.00	(16.17)
7/24/17	4.91	0.00	(11.26)
7/31/17	4.91	0.00	(6.35)
8/7/17	4.91	0.00	(1.44)
8/14/17	4.91	0.00	3.47
8/21/17	4.91	0.00	8.38
8/28/17	4.91	0.00	13.29

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