



January 7, 2021

Board of Directors
Ventura Regional Sanitation District
Ventura, California

AUTHORIZATION TO APPROVE COVID-19 RELATED EMERGENCY LEAVE PROVISIONS

RECOMMENDATIONS

- A. Authorize the General Manager to approve a negative Comprehensive Annual Leave balance, in an amount not to exceed 80 hours, in emergency scenarios; and
- B. Authorize the General Manager to approve Comprehensive Annual Leave donations voluntarily made by District employees to other District employees who have exhausted their accumulated paid leave.

FISCAL IMPACT

There would be no net fiscal impact after the Comprehensive Annual Leave (CAL) is earned and repaid to the District. In the unlikely event that employment is terminated by either the VRSD General Manager or the employee prior to repayment of the borrowed leave, any remaining unpaid balance would be deducted from salary due the employee, negating any risk to the District.

Donated CAL hours would be converted to the equivalent number of CAL hours of the recipient District employee by applying both the donor's and recipient's hourly wages; therefore, no additional costs will be accrued to the District.

BACKGROUND/ANALYSIS

On May 7, 2020, the Board approved an Emergency Sick Leave and Family Medical Care leave policy which extended federal paid leave entitlements offered through the Families First Coronavirus Response Act (FFCRA). This leave policy was made effective April 1, 2020 through December 31, 2020. On January 1, 2021, the FFCRA expired and this additional paid leave is no longer available to District employees.

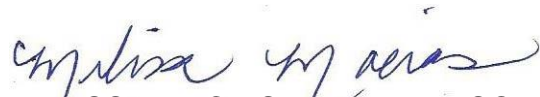
As Ventura County and much of Southern California continue to see a surge in coronavirus cases, it is imperative that paid leave options are available to District employees as they deal with coronavirus impacts in their life and the lives of their family.

The first recommendation is to authorize the General Manager to allow District employees to carry negative leave balances, not to exceed 80 hours, for employees that require quarantine or isolation due to COVID-19 related situations. Upon approval, a negative balance would be allowed if there is a case where an employee has exhausted their CAL balance, must remain off work to quarantine or isolate due to COVID-19, and does not have the option to telework or work from home. The second recommendation is to authorize the General Manager to approve voluntary donations of annual leave time made by District employees to other District employees who have exhausted their CAL balance.

In each scenario, Human Resources would be responsible for receiving requests, reviewing for compliance, tracking, and forwarding to the General Manager for final authorization.

This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 568-4645 or via email at melissamacias@vrsd.com.



MELISSA MACIAS, HUMAN RESOURCES MANAGER

APPROVED FOR BUDGET IMPACT:



Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA:



Chris Theisen, General Manager