



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

MEMORANDUM

TO: Regional Planning Commission
FROM: Dalitso Sulamoyo/Elizabeth Murphy
DATE: 10/22/2020
RE: Personnel Policy Revisions – 8.2 Vacation Leave

Our employees and managers are facing a year-end reckoning over unused paid vacation time in excess of current accrual limits. In that regard, we have been reevaluating our vacation accrual limits outlined in our Personnel Policies given the pandemic upheaval. We would like to recommend considering additional individual accommodations to the current policy for employees with varying tenure given the extraordinary circumstances of COVID-19.

We would like to initiate the proposed changes effective December 1, 2020 and continued through 2021. In order to eliminate forfeiture of accrued vacation time, we would like to boost the level of accruals considering that the majority of our staff have had a “reasonable opportunity” to take vacation time but have failed to do so in large part related to ongoing significant remote workloads, travel restrictions, infection risk, remote learning requirements for those staff with children, and mandatory quarantines. The proposed policy changes would allow a reprieve for 2020-2021. We want our employees to have a full and fair opportunity to use their earned vacation time and this added benefit will provide added flexibility and a more generous earned benefit. We appreciate your review and approval of these suggested policy changes.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.