



# HR POLICY REVISION

JANUARY 30, 2024



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# HUMAN RESOURCES POLICY REVISIONS

## Policy 4-600: Family and Medical Leave Act (FMLA)

Current policy prescribes the order in which an employee on FMLA takes accrued leave

*Section A.11.9.a - Paid leave shall be exhausted in the following order: 1) Parental 2) Personal Preference Day 3) Administrative Leave 4) Compensatory Time 5) Sick Leave; and 6) Vacation.*

Issue: Processing order creates additional manual tracking and narrowed window to process leave in the new PeopleSoft Absence Management system

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Proposed policy **changes the order** in which an employee on FMLA takes accrued leave by moving Sick Leave and Vacation up and shifting Administrative Leave and Compensatory Time to the end.

*Section A.11.9.a - Paid leave shall be exhausted in the following order: 1) Parental 2) Personal Preference Day 3) Sick Leave 4) Vacation 5) Administrative Leave; and 6) Compensatory Time.*

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Processing order will significantly reduce the manual processing required to manage leave balances for those on FMLA.

## Analysis of employee leave balances showed that:

### FLSA Non-Exempt Employees

- 80% of County employees are FLSA non-exempt – no ‘use or lose’ of comp time; paid out upon exit from County
- Non-exempt employees would be nearly two times better off under the new policy

### FLSA Exempt Employees

- 20% of County employees are FLSA exempt – ‘use or lose’ comp time above 80 hours
- Exempt employees would be disadvantaged by about a third
- Analysis includes 25% of sick leave payout upon retirement for both groups



# HUMAN RESOURCE POLICY REVISIONS

## Questions