



CONSENT AGENDA MEMO

Needs Legal Review: No
Meeting Date: February 2, 2022
Agenda Item: Vacation Leave Excess Carryover Extension for Usage
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization to allow Jeff Cooper to use 29.08 hours of excess vacation leave carryover by June 30 instead of January 31 as authorized on December 15, 2021.

Proposed Motion

None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize Jeff Cooper to use 29.08 hours of excess vacation leave carryover by June 30 instead of January 31 as authorized on December 15, 2021.

Explanation of Issue

The city authorized Jeff Cooper to carryover 39.08 hours additional vacation leave to be used by January 31, 2022. Due to staffing shortages and the January snow event he was not able to use the 29.08 hours of actual carryover. Staff is requesting that he be allowed to use the 29.08 hours by June 30, 2022 instead.

Staff Recommendation

Staff recommends the council authorize Jeff Cooper to use 29.08 hours of excess vacation leave carryover by June 30 instead of January 31 as authorized on December 15, 2021