



MEMORANDUM

AGENDA ITEM # V

DATE: SEPTEMBER 18, 2023

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: EXECUTIVE DIRECTOR COMPENSATION FOR UNUSED ANNUAL LEAVE

Section 1.7 of the Executive Director’s Contract states that “Effective October 1, 2023, and each subsequent fiscal year start date thereafter, the Executive Director’s annual leave account will be credited with two hundred forty (240) hours, exclusive of paid holidays. No annual leave hours may be carried over from September 30th. However, the SFRPC shall reimburse the EXECUTIVE DIRECTOR up to fifty (50%) percent of the unused portion of the annual leave account per year. No additional payments will be made for any unused vacation, however, in the event of termination, the EXECUTIVE DIRECTOR will be entitled to the same vacation accrual policy that is in place for all regular employees of the SFRPC at the time of said termination.”

This year the Executive Director was unable to utilize the full annual leave authorized by the Council due to an unusually heavy work schedule. As a result, the Executive Director is poised to loose 32 hours of annual leave that cannot be rolled over to the next fiscal year or reimbursed due to the terms of her contract with the Council.

The Executive Director requests that the Executive Committee authorize compensation of up to 32 hours of vacation leave over and above the 120 hours reimbursement of the unused portion of annual leave authorized per year by the Council. If approved, this represents no more than additional \$3,094.72 in compensation to the Executive Director.

Recommendation

Authorize that the Executive Director be authorized for a reimbursement of up to an additional 32 hours of annual leave for FY 22-23.

