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**Cc:** [All Staff](#)  
**Subject:** Employee Update  
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Hello Everyone,

I hope you are all doing well. It is hard to believe it is almost Thanksgiving. We wanted to provide updates regarding the Vacation Cap extension and the upcoming Thanksgiving holiday. We have also scheduled a zoom meeting for this Thursday November 5 at 2:00 p.m. We are looking forward to seeing everyone.

We do want to encourage everyone to stay safe over the holidays. We are seeing an increase in COVID -19 cases and encourage you to follow social distancing protocols over the upcoming holidays. If you believe you may have had a potential exposure please notify your supervisor or manager so proper precautions can be taken.

### **Vacation Leave Caps - Update**

As you are aware the City is allowing employees to accrue vacation above the MOU cap until January 2, 2021. We recognize that many employees are still working to bring their Vacation Caps down below their maximum.

In an effort to provide additional time, employees will be able to accrue vacation leave as they are now through Pay Period Ending (PPE) 03/13/2021 at which time a Temporary Vacation Hours Cap (Temporary Cap) will be in place. The Temporary Cap is defined as the amount of vacation leave accrued by an individual employee as of PPE 12/5/2020. That amount is unique to each employee and applicable to those who have a vacation leave balance over the normal MOU Vacation Hours Cap (MOU Cap) amount. If you are in this group, you will receive an email from Human Resources with your Temporary Cap amount by 12/15/2020.

Employees **must** be at or below their Temporary Cap by the end of PPE 3/13/2021. Hours accrued above the Temporary Cap will be forfeited as of 3/14/2021. Starting with PPE 3/27/2021 employees at their Temporary Cap will not accrue vacation until they bring their balance under the Temporary Cap.

Employees must bring their vacation hours balance below their MOU Cap by the end of PPE 6/19/2021. The balance above their MOU Cap following PPE 6/19/2021 is forfeited.

We realize this may seem complicated but the goal was to have a way to allow employees to slowly reduce accruals. I have attached a document that provides examples.

## **Half-Day Holiday the Day before Thanksgiving**

Traditionally the City has provided full time City employees who are scheduled to work, who are not first responders, with a half-day holiday the day before Thanksgiving. The MOUs for MCEA, ACEA, EUPA, IBEW and the Compensation plans for AMPU and EXME also recognize this holiday. Traditionally, employees were allowed to leave at noon in order to allow employees to start their holiday travel on one of the heaviest traffic days of the year. We recognize this year will be different and wanted to clarify how this holiday will work for employees scheduled to work on Wednesday November 25, 2020.

Employees who are working remotely on November 25, 2020 will be expected to work until noon as if they were in the office. Employees scheduled to be in the office will still report but will be allowed to leave at noon. Employees who are unable to leave at noon because of operational needs will receive four hours (4) of holiday credit.

We will be able to answer any questions regarding Vacation Caps and the half-day holiday at this Thursdays all employee meeting.

Take Care,

Nancy