



City of Albany

City Manager Administrative Directive

Number: 2020-02-001 ⁰³ ~~HR~~

Title: Temporary Policy- Vacation and Holiday Payout for Essential Personnel

Purpose: The purpose of this temporary policy is to recognize that the City’s operational needs during the outbreak of the novel coronavirus, also known as COVID-19, may impact the ability of essential personnel to take sufficient time off to avoid losing unused accrued hours (holiday and vacation hours) as a result of exceeding their maximum allowed accruals. The City acknowledges the demand placed on essential personnel during this event and continue to keep employees at the forefront of our concern as we work to adapt to this emerging public health threat and navigate new temporary operational practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

General Policy: During the course of the City’s curtailed operations in response to COVID-19, or until such time as this administrative directive is repealed, when essential personnel, including police and fire, are not able to utilize their leave accruals due to a moratorium on the usage of leave, the employee may receive payout of such leave to include: Professional Leave hours after June 30, vacation hours, holiday, and personal leave accrued in excess of the employee’s applicable maximum accrual as defined in the respective Human Resources Policies, or the employee’s respective collective bargaining agreement. Payout of hours shall be at the employee’s regular hourly rate of pay.


Definitions: **Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

Essential Personnel: Generally defined as staff who are required to report to their designated work locations in order to ensure the operation of essential functions or departments during an emergency or a period of curtailed operations.

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department, or division.

Resources: [Human Resources Policy HR-BC-01-002 Administrative Leave](#)
[Human Resources Policy HR-BC-15-003 Vacation](#)
APA Collective Bargaining Agreement
IAFF Collective Bargaining Agreement
AFSCME Collective Bargaining Agreement

Review and Authorization

Amended Date: N/A	Effective Date: April 1, 2020
City Manager: 	

Form or worksheet revision related to this document? No Yes
If yes, attach a copy of the revised form or worksheet.

1. Training required? No Yes