



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

TO: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

FROM: Kathy Novosad  
Human Resources Generalist

COPY: Kelly Johns, Payroll

SUBJECT: Request to Reverse Write-Off of Accrued Vacation

DATE: February 15, 2011

Human Resources is requesting an exception to Section 513.06, Vacation, of the Employee Information Manual, which allows employees to carry over no more than 160 hours of accrued vacation from one calendar year to the next. The employee was on Worker's Compensation Leave from October 19, 2010 through December 20, 2010, and was unable to use enough vacation to bring his accrual below the carry over limit. The employee had a carry over balance of 179.94 hours and therefore lost 19.94 hours. Payroll will reverse this write off with approval of Commissioners Court.

Position # 6111-0147, Road and Bridge