



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

SUBJECT: Commissioners Court Agenda Item
Exception to Vacation Carryover Policy
For Certain Employees of EMS

DATE: December 8, 2014

Human Resources and EMS are requesting a one-time exception to Policy 513 of the Employee Information Manual, specifically *Section 513.06, Vacation Accrual Limit*, due to extenuating circumstances. The policy limits the number of accrued vacation hours that an employee may carry over from one calendar year to the next to 160 hours. However, staffing levels for field personnel in EMS have made it difficult for paramedic staff to take vacation time in the last several months. In 2015, EMS administration will work with staff to reduce these accruals as efficiently as possible.

A list of the paramedics who may exceed the carry over limit by year end is attached. Please contact Kathy Novosad at 281-341-8624 if you have any questions.

EMS Paramedics Vacation Accruals Greater than 147 as of 11/21/14

Emp Nbr	Status	Dept	Pay Sched	Pay Grade	Plan	Avail Hrs as of 11/21/14
1000581	AF	5401A	EM-NOSTEP	GP2	VACATION	166.58
1000626	AF	5401A	EM-NOSTEP	GP2	VACATION	154.41
1000719	AF	5401A	EM-NOSTEP	GP2	VACATION	178.92
1001074	AF	5401A	EM-NOSTEP	GP2	VACATION	231.14
1001481	AF	5401A	EM-NOSTEP	GP2	VACATION	256.41
1001900	AF	5401A	EM-NOSTEP	GP2	VACATION	252.68
1002139	AF	5401A	EM-NOSTEP	GP2	VACATION	259.05
1002505	AF	5401A	EM-NOSTEP	GP2	VACATION	172.22
1002817	AF	5401A	EM-NOSTEP	GP2	VACATION	347.89
1007523	AF	5401A	EM-NOSTEP	GP2	VACATION	161.74
1007533	AF	5401A	EM-NOSTEP	GP2	VACATION	149.71
1009882	AF	5401A	EM-NOSTEP	GP1	VACATION	152.16