



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

TO: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

FROM: Kathy Novosad, PHR
Senior Human Resources Generalist

SUBJECT: Use of Emergency Deferred Time

DATE: June 4, 2020

Human Resources and the County Auditor's Office recommend that Commissioners Court take further action regarding use of the Emergency Deferred Time accrued by exempt and non-exempt employees during the COVID-19 Public Health Emergency to provide that:

- The accrued time may be carried forward from one year to the next throughout the employee's term of employment with the County, and
- Unused accrued time shall expire on the employee's last day of employment with the County.

These recommendations are in addition to the Court's previous action on April 28, 2020 which provided that the Emergency Deferred Time earned during the COVID-19 Public Health Emergency was to be maintained as accrued leave to be utilized as paid leave by employees, subject to supervisor approval, and subject to no approval of additional overtime or compensatory time by other employees of the Elected Official or Department Head.

The above recommendations permit employees to use the accrued time, but avoid an eventual fiscal burden on the County because the balances are not compensable on separation of employment,

Please contact Kent Edwards or Ed Sturdivant if you have any questions.