



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

May 28, 2019

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

RE: Vacation Cap Exceeded-New Software Implementation

Dear Board Members:

Recommendation:

The Auditor-Controller recommends that your Board (1) authorize payments to a number of employees in the Auditor-Controller's Office that have accrued vacations hours in excess of the vacation cap accrual limit of 320 hours established by your Board and (2) approve the attached Budget Transfer that will reduce the General Fund Contingency Appropriation and increase the Auditor-Controller's Budget by \$45,000 in the Fiscal Year 2018/19 budget.

It is recommended that these employees be offered the opportunity to "sell" their vacation hours in excess of 300 hours to the County at their current hourly rate to lower this leave accrual liability.

Background:

The ERP Executive Sponsor Committee (the Committee) currently consists of the IT Director, the CAO, and the Auditor Controller. Your Board authorized the Committee to allow certain County employees to exceed the Board adopted 320 vacation hour accrual cap if they were working on the new software implementation. Six employees in the Auditor-Controller's Office are now over the 320 hour cap. The Auditor-Controller's Office is now focused on the fiscal year end close and it is not practical for these employees to schedule prolonged vacations.

If your Board approves this item, two Accounting Division Managers, two Principal Financial Analysts, an Accounting System Administrator, and a Department Analyst II will be offered the opportunity to "sell" their vacation hours.

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Fiscal Impact:

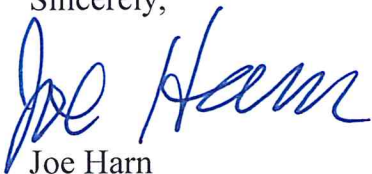
The approximate cost of this action will be \$45,000.

The CAO will approve each individual leave payment prior to disbursement.

Action to be Taken Following Approval

Auditor-Controller to process executed budget transfer.

Sincerely,

A handwritten signature in blue ink that reads "Joe Harn". The signature is written in a cursive, flowing style.

Joe Harn
Auditor-Controller