Catastrophic Vacation and Sick Leave Pool Policy - Annual Report FY2019

Briefing Date: Jun 2 2020  
Funding Source: General Fund  
Originating Department: Human Resources  
Prepared by: Phyllis Jones,  
Recommended by: Robert B. Wilson, Director of Human Resources

BACKGROUND INFORMATION:
On April 18, 2017, Commissioners Court approved the implementation of the Catastrophic Vacation and Sick Leave Pool Program and Policy via Court Order 2017-0525. The program allows County employees to donate accrued sick and vacation leave to a pool as defined in the Dallas County Code Chapter 82, Sec. 520. With the purpose of lessening the financial burden caused to an employee because they have exhausted all of their accrued leave (sick, vacation, and compensatory time) due to a Catastrophic Illness or Injury that occurred to them or their eligible family members.

The Dallas County Code Chapter 82, Sec. 522 (i,1) states that Human Resources (Administrator) must submit an annual fiscal year report obtained from County Payroll to the Commissioners Court on the usage and status of the Catastrophic Sick and Vacation Pool. See the table below:

<table>
<thead>
<tr>
<th>FY Year</th>
<th>A Hours Contributed to the Pool</th>
<th>B Hours Granted to Employee</th>
<th>C Actual Hours Used by Employee</th>
<th>D Application Received</th>
<th>E Application Approved</th>
<th>F Application Denied</th>
<th>G Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>3,256</td>
<td>768</td>
<td>464</td>
<td>10</td>
<td>3</td>
<td>7</td>
<td>2,792</td>
</tr>
</tbody>
</table>

OPERATIONAL IMPACT:
The policy provides clarification and guidance to Elected Official/Department Heads, managers, and employees when addressing the subject of the Catastrophic Vacation and Sick Leave Pool Policy program.

FINANCIAL IMPACT:
The financial impact for Catastrophic Leave and Sick Pool donations for FY2019 was $18,483.33.

LEGAL IMPACT:
N/A
**PROJECT SCHEDULE:**
N/A

**SBE PARTICIPATION:**
N/A

**ADMINISTRATIVE PLAN COMPLIANCE:**
The County's Vision under the Administrative Plan of becoming operationally a model governmental entity by enabling County employees to donate accrued sick and vacation leave to a pool with the purpose of alleviating the financial hardship caused by catastrophic illness or injury. The Human Resources Department will provide an annual report to Commissioners Court regarding the policy.

**RECOMMENDATION:**
The Human Resources/Civil Service Department submits for review the annual report (FY 2019) regarding the Catastrophic Vacation and Sick Leave Pool Policy program.

**OTHER:**
N/A

**MOTION:**
On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the annual report (FY 2019) regarding the Catastrophic Vacation and Sick Leave Pool Policy program.

**ATTACHMENTS:**
None