



ADMINISTRATIVE POLICY

SECTION: 300	POLICY#: T-312
TITLE: TEMPORARY Policy – Novel Coronavirus/COVID-19 Vacation Accrual Cap and MAPPS Utilization Cap Policy	R & O #: 22-25
	IMPLEMENTED BY PROCEDURE #:
SPONSORING DEPT/DIV: Human Resources	
ADOPTED: 4-21-2020	REVISED: 3-1-2022

PURPOSE: The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, has impacted Washington County locally. Many employees have had to continue to work in order to respond to the current Public Health Emergency and are unable to utilize their accrued vacation or MAPPS leave. This policy first became effective on upon formal adoption by the Board of County Commissioners on April 21, 2020.

AUTHORITY: This temporary policy is authorized by the Board of County Commissioners.

DEFINITIONS:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

Public Health Emergency: An emergency with respect to COVID-19 declared by a Federal, State, or local authority.

Management, Administrative and Professional Personnel System (“MAPPS”): The plan adopted by the Board of County Commissioners that provides for a separate compensation and fringe benefits system for certain Positions designated by the Board of County Commissioners.

GENERAL POLICY:

Maximum Accrual of Vacation Leave

Section 7.2.5 of the Revised Personnel Rules and Regulations, Maximum Accrual of Vacation Leave for employees, shall be temporarily changed from three hundred and sixty (360) hours to four hundred and eighty

(480) hours through and until December 31, 2022. The remaining provisions of Section 7.2 of the Revised Personnel Rules and Regulations, Vacation Leave, will continue to apply as written. All vacation accruals in excess of three hundred and sixty (360) hours must be utilized by employees prior to January 1, 2023. Effective January 1, 2023, any vacation accruals an employee holds over three hundred and sixty (360) hours shall be forfeited.

If an employee separates from employment with the County, for any reason, the maximum vacation payout shall be three hundred and sixty (360) hours, regardless of any additional hours carried by the employee in excess of 360 under this temporary policy. Any vacation accruals in excess of three hundred and sixty (360) hours at the time of separation shall be forfeited.

MAPPS Leave Accrual Carryover

Employees who are eligible for MAPPS Leave will be allowed to carry a maximum balance of eighty (80) hours through December 31, 2022. All other provisions of the MAPPS Policy will continue to be followed as written. Effective January 1, 2023, any MAPPS leave in excess of forty (40) hours will be forfeited.

Policy Administration

1. Exceptions:

Exceptions to this temporary policy may only be granted by the County Administrator or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing County Personnel Rules and Regulations or other County policies and procedures.

2. Implementation:

This temporary policy is authorized by the Board of County Commissioners. Elected officials, department directors, Payroll staff and all supervisory staff are responsible for implementing this policy within their respective departments.

3. Review: This temporary policy shall be reviewed by the Department of Human Resources and the County Administrative Office periodically.

4. Resources

4.1 [Revised Personnel Rules and Regulations](#)

4.2 [MAPPS Policy](#)