

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING A CREDIT TO NEW EMPLOYEES IN DESIGNATED  
HARD-TO-FILL CLASSIFICATIONS OF UP TO 40 HOURS OF VACATION, 80  
HOURS OF SICK LEAVE, AND ADVANCED ACCRUAL OF VACATION UNDER  
SPECIFIED CRITERIA**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the County has improved its recruitment and retention by developing specific programs and services, including competitive salaries and excellent benefit programs, diversified outreach strategies, expedited hiring processes, health and wellness programs, flexible work schedules, telecommuting and others; and

**WHEREAS**, the County has had difficulty in recruiting experienced employees in selected classifications; and

**WHEREAS**, the Human Resources Director has the authority to designate classifications as “Hard to Fill”; and

**WHEREAS**, the existing Advance Leave Accrual program, under which a department head, with Human Resources Director approval, may credit new employees in classifications designated Hard to Fill up to 40 hours of vacation and up to 48 hours of sick leave in addition to normal vacation and sick leave accrual, provided such credit must be made within 180 days of employment, will be increased to allowing up to 80 hours of sick leave; and

**WHEREAS**, the existing Advance Leave Accrual, under which a department head, with Human Resources Director approval, may provide to new employees in classifications designated Hard to Fill advanced levels of vacation accrual as if the employee had otherwise been working for the County the required number of years for the higher accrual rate, provided such credit must be made within 180 days of employment., remain in place; and

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that this Board has examined and approves the increase in the Advance Leave Accrual program pursuant to the terms presented to this Board in the memorandum accompanying this resolution and that the Director of Human Resources shall establish the guidelines for administration of this program.

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