

**RESOLUTION NO. \_\_\_\_\_**

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

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**RESOLUTION AUTHORIZING AN AMENDMENT TO MASTER SALARY  
RESOLUTION 078309, SECTION 12 – VACATION TO INCLUDE A PROVISION  
ALLOWING ESSENTIAL EMPLOYEES WHO HAD PREVIOUSLY ACCRUED  
VACATION HOURS OVER THE MAXIMUM LIMIT TO MAINTAIN AND USE  
ACCRUED EXCESS HOURS UNTIL JULY 9, 2022**

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

**WHEREAS**, section 206a(4) of the San Mateo County Charter authorizes the Board of Supervisors to establish the number of all appointed officers and employees; and

**WHEREAS**, sections 206a(5) and 508 of the San Mateo County Charter authorize the Board of Supervisors to establish by ordinance or resolution the compensation and benefits of County officers and employees; and

**WHEREAS**, San Mateo County Ordinance No. 07303 ordered that henceforth the number of County appointed officers and employees and their compensation and benefits shall be established by resolution of the Board of Supervisors; and

**NOW THEREFORE, IT IS HEREBY ORDERED** that the Board of Supervisors authorizes an amendment to Master Salary Resolution 078309 as follows:

**SECTION 1:** Part 12 of the Resolution is amended as indicated:

**ALL DEPARTMENTS**

1. In 2020, the County enacted a COVID-19 Public Health Emergency Employment policy. The policy included a provision that temporarily increased the cap on accrued

vacation hours for essential employees by up to 80 hours. Now, due to lower rates of COVID-19 infection and hospitalizations, as well as other measures taken by the County and public health officials, essential employees should be able to take vacation and are encouraged to do so. Consequently, the policy temporarily increasing the cap on accrued vacation hours has expired and is no longer in effect and no employee will accrue new vacation hours over the maximum accrual limit. Under the prior policy, employees who had previously accrued vacation hours over the maximum limit were required to use any excess vacation hours by December 31, 2021. By order of this amendment to the Master Salary Resolution, employees will be allowed to maintain and use previously accrued excess hours until July 9, 2021. This is not an extension or revival of the original policy as a whole. No employee will be allowed to accrue any new vacation hours above the maximum accrual limit after December 31, 2021. This amendment to the Master Salary Resolution only extends the timeframe in which an employee has to use excess vacation hours accrued prior to December 31, 2021.

**SECTION 2: Effective Date**

2. This change is effective retroactive to January 1, 2022.

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