



TYLER COUNTY TREASURER

Leann Monk

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December 7, 2021

Tyler County Commissioner's Court

100 W Bluff

Woodville, TX 75979

Re: Employee Leave Accrual

Dear Sirs,

I am requesting that the Court suspend the current policy guidelines for the employee leave accrual; or the carry-over and maximum amount of leave for vacation and sick times that our employees are allowed. The policy reads:

Vacation:

1. The maximum amount of vacation that an employee shall be allowed to have at any one time shall be the amount the employee would normally accrue in twelve (12) months if employed less than five (5) years (**120**), and eighteen (18) months (**180**) if employed for five (five) or more years.
2. Accrual more than the maximum shall be allowed only with prior approval by Commissioners Court.

Sick:

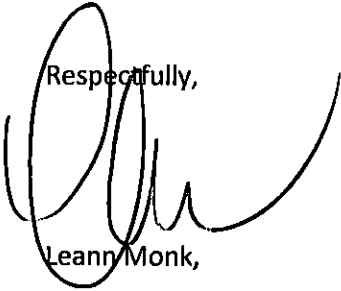
The maximum accrual that can be carried over into a new calendar year is **240** hours for full-time employees. The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month, not to exceed 240 hours.

Due to extenuating circumstance centered around the pandemic, our employees were not able to take their accrued time as in years past. Both 2020 and 2021 presented challenges where our employees were not able to exhaust their accrued time and many are set to lose time that they otherwise would have taken. I am asking for a one-year suspension to the accumulation and carry-over policy to allow our employees to be able to both carry-over their current accrued time and be able to continue to accrue vacation and sick time in 2022. This suspension would be for the period of January 1, 2022 through

December 31, 2022. At the end of the one-year period, any time above the policy stipulated carry-over and maximum amounts would then be lost.

Thank you in advance for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Leann Monk', written over the word 'Respectfully,'.

Leann Monk,

HR Administrator

CC: Donece Gregory, County Clerk