



DEPARTMENT NOTICE

20-088

5/15/20


Updated Compensation Plan for COVID-19 Paid Leave Caps (Additional Information to Department Notice 20-061)

DHR has provided the following additional updated information regarding Paid Leave Caps effective May 14, 2020.

Paid Leave Caps. For regularly scheduled employees who are near the maximum accruals for vacation and floating holiday but who cannot take time off during the public health emergency, the City will waive vacation leave and floating holiday caps through the duration of the declared emergency. Employees can accrue up to an additional 80 hours over the vacation maximum accrual limit over the duration of the emergency. Part-time employees can accrue a prorated number of hours. When the emergency ends, employees will not be able to accrue additional vacation leave until their balances go below the normal vacation maximum accrual limit. Employees must use vacation and reduce their balance below the maximum accrual by December 31, 2021. Employees can roll over an additional 80 hours of floating holidays above the normal roll over limit for FY20-21 and FY21-22. Additionally, in-lieu legal holidays earned in the current fiscal year may be carried over to the following fiscal year for all employees.

Note: Physical Fitness (PE) time remains good for one year from the earned date.

Any questions should be directed to the unit's assigned payroll clerk at 1 (415) 837-7340.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.