



MEMORANDUM

TO: Mayor and Council Members

FROM: Rebecca Kennedy, Interim Human Resources and Civil Service Director *RK*

THROUGH: Susana Carbajal, Chief of Staff *SC*

DATE: October 27, 2023

SUBJECT: Response to Eliminating Waiting Period for Use of Accrued Vacation by City Employees

The purpose of this memo is to provide a final response on amendments to the City's Personnel Policies to eliminate the waiting period for new City employees to use accrued vacation leave per [Resolution 20230816-019](#).

This change has been communicated to all employees through multiple venues, and our current systems have been updated to allow employees the ability to use vacation when it is earned with no waiting period.

cc: Jesús Garza, Interim City Manager
CMO Executive Team