



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
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GREG BROCKMEYER  
Director of Administration

August 2, 2018

TO: Chuck Hicklin, Controller

FROM: Greg Brockmeyer  
Director of Administration

RE: PROPOSED TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING HOLIDAY CARRY OVER AND THE USE OF HOLIDAY TIME DURING PROBATIONARY PERIODS

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook ("EBH") after reasonable notice to and if requested, meeting with interested stakeholders.

I will be distributing the following proposed exception to the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting with those interested stakeholders to discuss further.

Otherwise, if no interested stakeholder raises concerns with the following exception, then it shall become effective as of August 13, 2018.

**EXCEPTION TO EBH: HOLIDAY**

**Section: HOLIDAY**

c. Holiday Carry Over. When holiday credits are not used within the payroll year in which they are earned they may be carried over to succeeding years.

**EXCEPTION TO EBH: PROBATIONARY PERIOD**

**Section: PROBATIONARY PERIOD**

Section 1: (Applies to all employees)

Upon hire, all employees serving a probationary period of more than six (6) months may take their floating holiday credits in accordance with the County's holiday policies. After serving their initial six months of employment, such probationary employees may take accumulated vacation as well as received salary step increases in accordance with the vacation policies.

CC: Amy Utzig, Director of Employee Relations