



## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
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GREG BROCKMEYER  
Director of Administration

Date: November 1, 2023

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook for Vacation and Sabbatical Banks

The 2024 approved Employee Benefit Handbook increases the maximum number of hours an employee can accrue in their vacation bank and/or sabbatical from 752 to 832. This increase is effective on the first pay period of 2024. This means that at the end of payroll year 2023 employees are subjected to the previous caps for vacation bank and/or sabbatical. This proposed Temporary Exception increases the cap in pay period 26 of 2023 in order to ensure that employees do not have to use or lose time that would not be lost under the new higher caps prior to the end of the 2023 pay roll year.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of the proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on November 14, 2023 to raise their concerns.

### **Temporary Exception on Vacation / Sabbatical Banks**

1. December 3, 2023, the beginning of pay period 26C, the maximum number of hours accrued in employee vacation bank or sabbatical accounts increases from 752 to 832.
2. This exception is temporary in nature and is provided so that employees do not have to use or lose time that would not be lost under the new higher caps prior to the end of the 2023 pay roll year.
3. This exception expires at the start of the 2024 payroll year.