

**Resolution 2016-138**  
**Amended Moffat County Handbook:**  
**Section 6.2 Annual Leave**

WHEREAS, the Board of County Commissioners believes it to be in the best interest of Moffat County to amend the Moffat County Handbook: Section 6.2 Annual Leave. This amendment will change the annual leave maximum accrual cap to 240 hours.

WHEREAS, the amended accruals & maximum accrual cap policy will read as follows:

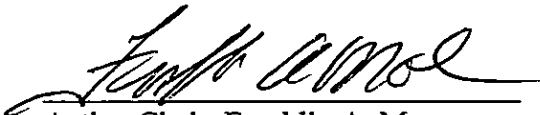
“Annual leave accruals will begin on a full-time employee’s date of hire and will be prorated for the pay period in which he/she begins employment. The accrual cap is the maximum amount of annual leave that can be carried over from one pay period to another. The annual leave accrual cap is 240 hours. Once an annual leave balance reaches the accrual cap, accrual ceases until the balance has been reduced. This accrual cap does not apply to any full-time employee hired prior to January 1, 2017, the effective date of the 240 hour accrual cap. Full-time employees hired prior to January 1, 2017 will remain at the accrual cap of 320 hours.”

WHEREAS, the Human Resources Department was instructed to amend such policy; and

WHEREAS, the attached amended policy has been reviewed by both the County Attorney and the Human Resources Director; and

NOW THEREFORE BE IT RESOLVED, the Board of County Commissioners per motion made on December 20, 2016, approved the amended Moffat County Handbook: Section 6.2 Annual Leave and that the effective date for such change shall be January 1, 2017.

Adopted this 20<sup>th</sup> Day of December 2016.



Acting Chair, Franklin A. Moe  
Moffat County Board of County Commissioners


STATE OF COLORADO )

)§

COUNTY OF MOFFAT )

I, Lila Herod, County Clerk and Ex-officio to the Board of Commissioners, do hereby certify that the above and foregoing is a true and complete copy of the resolution as adopted by the Board of County Commissioners on the date stated.

WITNESS, my hand and the seal of said County this 20<sup>th</sup> day of December 2016.

  
(Deputy) Clerk and Ex-officio to the  
County Commissioners, Moffat County  
State of Colorado; Lila Herod

