



To: Commissioners, First 5 Ventura County

From: Lauren Arzu, Director of Human Resources & Operations

Date: April 22, 2021

Re: Recommendation to Transfer Sick-Leave Balances for Current Interface Children & Family Services Neighborhood for Learning Staff who are Transferring to First 5 Ventura County

Background

F5VC's contract with Interface Children & Family Services (ICFS) for Neighborhoods for Learning (NfL) services ends in June 2021. Current NfL program staff employed by ICFS have been provided with Letters of Commitment to Hire them in their current positions, and will soon receive formal job offers to begin employment at F5VC no later than June 14, 2021. ICFS staff will be compensated for their remaining vacation balances in their final paycheck from ICFS. However, sick leave balances are not paid out upon termination of employment.

ICFS employees are transferring to F5VC due to the conclusion of the contract rather than a personal decision to leave their employer. If employees depleted their existing sick leave before their final day at ICFS, it could cause staffing issues that would negatively impact services to families. In an effort to remain employee centric and support a smooth staff transition, F5VC proposes to allow current NfL staff to transfer up to 80 hours of unused, uncompensated sick leave they have earned through ICFS to F5VC. NfL staff will also begin accruing sick leave through F5VC at the traditional rate (3.692 hours per pay period) when they begin employment through F5VC.

Recommendation

The staff recommendation is to transfer sick leave balances of up to 80 hours for current ICFS Neighborhoods for Learning employees transferring to F5VC by June 30, 2021.