



TEHAMA COUNTY PROBATION DEPARTMENT

Chief Probation Officer, Pamela Gonzalez
P.O. Box 99, Red Bluff, CA 96080



December 23, 2024

Re: Peace Officers Association Vacation Accrual Limit

I am writing to you on behalf of our employee, ID #3277, who has been unable to take her scheduled vacation due to an industrial injury she suffered on December 20, 2023. As a result of this injury, the employee has been on leave and unable to return to work. During this period, her vacation hours have continued to accrue, leading to her exceeding the maximum allowable accrual limit of two hundred forty (240) hours as of December 31st.

As stipulated in Article 20.6 of the Peace Officers Association (POA) Memorandum of Understanding (MOU):

If, as a result of an industrial injury, an employee is unable to take a scheduled vacation resulting in the employee exceeding the December 31st maximum accrual limit, the employee's Department Head shall inform the Board in writing. The Board, at its discretion, may allow the employee to temporarily exceed the limit, authorize payment of vacation hours to the employee for the hours in excess of two hundred forty (240) hours, or a combination of the two.

In accordance with this provision, I am formally notifying the Board of our employee's situation and respectfully requesting your approval to authorize payment for the excess vacation hours she has accrued. Given the funds are currently available, I believe this action would not only align with the POA MOU but also provide our employee with due compensation for the vacation time she was unable to take.

Your consideration and approval of this request will be greatly appreciated.

Sincerely,

PAMELA GONZALEZ
Chief Probation Officer