

City and County of San Francisco  
Carol Isen  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org

**Via Email**

DATE: May 24, 2022

TO: All Labor Partners

FROM: Ardis Graham, Employee Relations Director

CC: Carol Isen, Human Resources Director  
Kate Howard, Deputy Director, DHR  
Steve Ponder, Classification & Compensation Director, DHR  
Jonathan T. Wright, Employee Relations Manager, DHR  
Kimberly Ackerman, Director of Human Resources, SFMTA

**RE: Amending Current Memorandums of Understanding, Floating Holiday Rollover and In-Lieu Legal Holiday Carry Over; Forty-Eighth Mayoral Supplemental to Mayoral Proclamation**

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Dear Labor Colleagues,

City employees have provided outstanding essential services to ensure the health and safety of San Francisco residents during the COVID-19 Global Pandemic. As a result of the City's efforts to address the impact of the pandemic, many employees have been unable to utilize paid leave accruals. In the Seventh, Thirty-First, and Thirty-Seventh Supplemental Mayoral Proclamations, the Mayor waived provisions of local law to allow employees to accrue and rollover additional paid leave, including floating holidays and vacation. Many employees continue to carry vacation, floating holiday, and in-lieu legal holiday balances beyond the applicable cap.

To minimize the loss of paid leave accrued during the pandemic, the City is proposing to amend existing Memorandums of Understanding (MOU) to allow employees with such accruals utilize such paid time during the 2022-2023 fiscal year. Specifically, the City is proposing the following:

- **Floating Holidays:** Employees can roll over an additional 80 hours of floating holidays above normal rollover limits for fiscal year ending June 30, 2022, pro-rated for part-time employees.
- **In-Lieu Legal Holidays:** In-lieu legal holidays earned in FY21-22 shall be carried over to FY22-23.

Additionally, in the attached Forty-Eighth Supplement to Mayoral Proclamation issued May 13, 2022, the Mayor has authorized the Human Resources Director and Controller to cash out vacation balances for all employees carrying over the applicable cap on June 30, 2022.

Please contact me no later than Friday May 28, 2022 to meet to discuss these proposed MOU amendments and/or cashing out vacation accruals. Please be advised that amendments to current MOUs must be submitted to the Board of Supervisors no later than May 31, 2022.

Thank you for your continued partnership as we work together to keep San Francisco health and safe.

Attachments:

[Forty-Eighth Supplement To Mayoral Proclamation Declaring The Existence Of A Local Emergency Dated February 25, 2020](#)