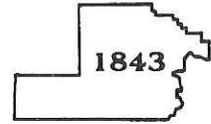


Yamhill County



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OFFICE OF COUNTY ADMINISTRATOR

DATE: March 18, 2020

TO: All County Employees

FROM: Ken Huffer, County Administrator

SUBJECT: Temporary modification to the Donation of Flexible Earned Time (FET) or Vacation Leave Policy (BO 16-503). – Effective Immediately.

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

As authorized by Board Order 20-93, I am modifying Board Order 16-503, the Donation of Flexible Earned Time (FET) or Vacation Leave policy. Section 1 of the policy shall be temporarily modified to add a subcategory as follows:

- c. It is necessary for the donee to act as a caregiver for the donee's child due to the closure of the school of the employee's child by order a public official due to COVID-19.

This temporary modification shall be in effect for the duration of the declared State of Emergency within Yamhill County. In the event that this modification conflicts with an applicable federal or state law, the law will apply. The remaining sections and defined process of the Board Order 16-503 remains unchanged.

Contact Human Resources or your immediate supervisor if you have questions or need more information.

Accepted by Yamhill County
Board of Commissioners on
3/19/2020 by Board Order
20-102