



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Jennifer Hibit, Secretary to the Authority

DATE: December 2, 2025

SUBJECT: Authorization to Carryover 2025 Vacation Time

Vacation Policy and Procedures, Policy No. 41, places limits on the accumulation of vacation credits for non-represented employees, as follows:

Section 4 Limits on Vacation Use.

4.2 Accumulation of Vacation Credits.

(a) Vacation credits may be accumulated up to thirty (30) days.

(b) An employee's vacation credit accumulation may exceed the maximum, provided, however, that the employee's balance of vacation credits may not exceed 30 days on January 1 of any year.

Two employees, when appointed to a non-representative position from a union position, were not given the proper vacation credits earned. The Finance Department has corrected the issue moving forward; however, the two employees will have a vacation credit accumulation in excess of 30 days at the end of 2025. I am requesting authorization to grant permission for the two employees to carryover their 2025 vacation balance into 2026 and utilize such balance during 2026.

A resolution authorizing the carryover of the two employees' vacation time has been included in the December 18, 2025 Board Meeting packet for your review and consideration for approval.

Thank you.

JH:alh

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one: _____

Other: _____

Action Requested:

Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer	_____	Date: _____
Chief Operating Officer	_____	Date: _____
Claims Rep. – Risk Manager	_____	Date: _____
Comptroller	_____	Date: _____
Director of Administration	_____	Date: _____
Director of Distribution	_____	Date: _____
Director of Human Resources	_____	Date: _____
Director of IT	_____	Date: _____
Director of Operations	_____	Date: _____
Director of Planning & Water Supply	_____	Date: _____
Director of Production	_____	Date: _____
Director of Water Quality	_____	Date: _____
Executive Engineer	_____	Date: _____
General Counsel (Legal)	_____	Date: _____
Other: _____	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 12/8/25

Remarks: _____

Resolution Date: _____ Item No: _____