

400 Doansburg Road, Box 719
Brewster, NY 10509-0719

Phone: 845 279 2995
Fax: 845 279 3077



HUMAN RESOURCES UPDATE 4/22/20

Hello everyone,

As we deal with what has become a lengthy school closure, Executive Council continues to examine different personnel policies to decide what is best for our staff while also ensuring our agency can function now and long into the future. That being said, please note the following regarding the time off policies that are currently in our Employee Handbook. Everything written below applies to all benefit eligible employees regardless of whether you're working on site or working from home or not working (unless you're on an approved leave of absence and then all LOA policies apply instead):

1. Our time off policies remain in effect as written (attached).
2. Monthly accruals continue to be added to our accrual banks.
3. Elective time that doesn't get used before June 30th or vacation/holiday time that exceeds the amount that will roll over into the 2020/2021 fiscal year, will be lost as of July 1, 2020 (the beginning of the new fiscal year).
4. The attached Use-Lose 2020 spreadsheet shows which employees are at risk for losing what time. If your name is not on the list, you will not lose time. Exceptions to this policy will not be considered this year.
5. Especially if you do not want to lose time, you can still request to take time off by submitting the attached request for paid leave to your supervisor/department director.
6. Requests that are submitted with less than the usually required prior notice time CAN be approved.
7. Holiday time can be used for days that do not coincide with a holiday if it would otherwise be lost.
8. While directors will do their best to accommodate all requests, approval depends on staffing needs so some requests might not be approved or you might be asked to change your request if your absence would jeopardize staffing.
9. FOR SCHOOL EXEMPT EDUCATION STAFF ONLY: we have not yet made a decision about the vacation that you were supposed to take the week of April 6-10 but couldn't because of the governor's executive order that forced us to continue to provide remote instruction to our students. You will received a separate email as soon as we know how and when you'll be compensated for that vacation time.

Please know that your well-being as well as our agency's fiscal sustainability are first and foremost in all decisions made by administration. Your understanding, patience and flexibility is appreciated as we continue to navigate these trying times together. I look forward to our return to "normal" and am confident that we'll be stronger than ever despite our current challenges.

Wishing everyone good health until we're together again,

Donna Kessler, LCSW, PHR, SHRM-CP
Associate Executive Director
Human Resources
Green Chimneys Children's Services
400 Doansburg Road
Brewster, NY 10509
845-279-2995 x140
dkessler@greenschimneys.org