



COLLIN COUNTY

Human Resources
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DATE: September 12, 2014

FROM: Cynthia Jacobson, Director Human Resources 

TO: Collin County Commissioners' Court

SUBJECT: Change to Paid Time Off/Excess Compensatory Time Policy

Under the current policy, employees with a compensatory time balance over 100 hours (as of January 1st) are required to use either their compensatory time over 100 hours, or 20% of their total compensatory time balance, whichever is less, before PTO time may be used for the year.

Human Resources recommends increasing the required reduction percent from 20% to 30% to further reduce the County's compensatory time liability.