



COLLIN COUNTY

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DATE: November 11, 2016

FROM: Julie Rutherford, HR Manager

TO: Cynthia Jacobson, Director of Human Resources

SUBJECT: Catastrophic Time Off balance transfer

A review of leave account balances has been conducted, resulting in our recommendation for a year-end cleanup of Catastrophic Time Off (CTO) balances.

CTO accruals were discontinued as of August 15, 2011, essentially ending the CTO program. Employees who had CTO balances as of that date were allowed to keep and continue to use these hours for qualifying events with the intention of slowly reducing the number of employees carrying a CTO balance. Our leave account review showed that there are approximately 114 CTO accounts with fewer than 8 hours currently in the balance. Since CTO is typically taken in increments of eight hours, these small balances may remain for years. We recommend an annual process of transferring CTO balances of less than 8 hours to employee PTO accounts.