



COLLIN COUNTY

Human Resources
2300 Bloomdale Road
Suite 4117
McKinney, Texas 75071
www.collincountytx.gov

Date: September 13, 2022

To: Commissioners Court

From: Cynthia Jacobson, Director Human Resources

Re: Early Paid Time Off (PTO) Usage Program

When COVID-19 began in March of 2020, Commissioners Court implemented a policy in which new employees who were not yet eligible to use PTO could use up to seven days prior to their six months of service. Employees were able to use PTO if they were ill and quarantined or if they were ill and seeking a medical diagnosis as tests were not readily available. With the changing COVID-19 environment, Human Resources requests Commissioners' Court direction on the continuation of this program.