



ADMINISTRATIVE RULE WAIVER REQUEST

Petitioner Name: Iowa Workforce Development

Contact Information: Beth Townsend

Hiring Authority: Beth Townsend

Administrative Rule to be Waived: 63.2(2)(o)

Statement of Rule:

If on June 1 an employee has a balance of 160 or more hours of accrued leave, the employer may, with the approval of the employee, pay the employee for up to 40 hours of the accrued annual leave. This amount will be paid on the payday which represents the last pay period of the fiscal year.

List the names of the persons or the description of the class known by petitioner to be affected:

IWD employees with vacation balances of 160 hour or more as of June 1, 2022.

Briefly describe the change requested, including the portion of the rule to be waived:

IWD employees will be allowed the option to be paid for up to 80 hours of the accrued annual leave.

Justification for waiving rule (attach additional sheets, as needed):

IWD experienced a significant increase in workload due to the COVID pandemic since March 2020 and continues through this fiscal year. Due to the increased workload IWD employees have not only worked overtime but vacation usage was limited to ensure that the needs of Iowans we serve were met. As of the 1/20/2022 pay period, IWD has a total of 114 employees who are within 80 hours of being at their maximum vacation accrual.

Department Director Signature

Date 2/17/2022

DAS-HRE Bureau Chief Signature

Date _____

Decision:

Granted
 Denied

Signature of DAS Director's
Designee/COO of DAS-HRE

Date

4/29/22