

From: Shelby County Treasurer - Erica Firnhaber
Sent: Monday, May 10, 2021 3:29 PM
To: sc515@scso87.org; statesattorney@shelbycounty-il.com; district7-1@shelbycounty-il.com
Subject: Vacation pay and comp time

Sheriff Koonce, State's Attorney Kroncke and Chairman Orman,

Attached is documentation for Missy Haynes and the hours she has received for vacation. Missy was hired 12/30/2017. She cashed out 40 hours of vacation on 12/14/2018, 2 weeks before her one year anniversary. 2 days after her 1 year service date, Missy received 80 hours of vacation. This was 80 hours of unearned vacation time. She was again awarded 80 hour on 1/1/2020 and 1/1/2021. These hours are an overpayment if they are cashed out of 51 hours.

Missy should receive vacation of 229 hours for her service to Shelby County.

12/30/2018=40	actual 12/14/2018=40
12/30/2019=80	actual 1/1/2019 =80
12/30/2020=80	actual 1/1/2020=80
5/8/2021=29	actual 1/1/2021=80
=229	=280

I am asking for direction from the State's Attorney and the Chairman of the board for direction on this payment. There is a payroll audit being performed on this department and I know that this vacation pay is a part of that and the ISP investigation. I do not want to process this overpayment without clear legal direction.

I would also like to request documentation to support the 479 hours of comp time accumulated. I have documentation from May 17, 2020 when timesheets started tracking time. I know there is also questions into all hours worked that are a part of the payroll audit. I would like supporting documentation as the cash out of this time will be \$9,700 plus dollars.

I do not plan to process this time on this payroll as we are on a deadline to get the file to the bank. I will plan to process this in 2 weeks should the State's Attorney and Board give the legal direction to do so. If you have any questions regarding this issue, please contact me.

Thank you,

Erica Firnhaber

Shelby County Treasurer

P.O. Box 326