

# E-Brief 2023



Excellence.....

Innovation.....

Teamwork .....

Integrity .....

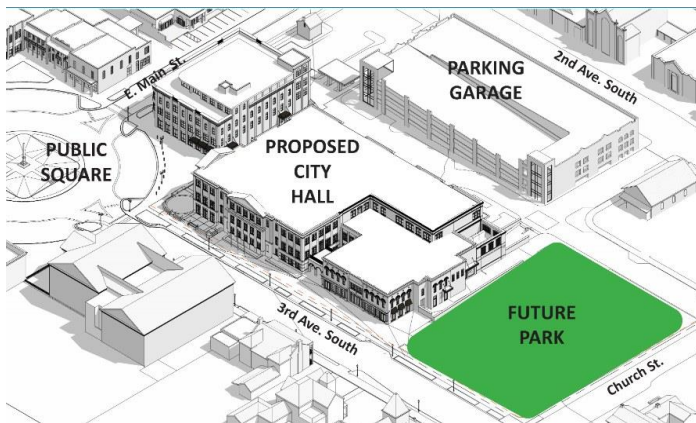
Action-Oriented

**Friday, December 29, 2023**

**Sister Cities of Franklin and Williamson County** is hosting their **Celebration of Nations at the Williamson County Performing Arts Center** at Academy Park on Sunday, January 14, at 1:00 p.m. Enjoy music from around the world, featuring performances by Giovanni Rodriguez Musical Duo, Chinese Arts Alliance, the Nashville International Folk Dancers, and members of the incredible Franklin High School Orchestra. This showcase fosters a shared appreciation for the diverse traditions that make our world extraordinary. Secure your tickets now for an event that transcends borders and celebrates the richness of our global heritage! For tickets go to [https://www.ticketor.com/wcpac/tickets/sister-cities-celebration-of-nations-278935?fbclid=IwAR3BoS3BR\\_JR7hLapaVu5mNXGU4R6pnWxA5Ja3XzCANvEFS8iH47Ll2uoMo](https://www.ticketor.com/wcpac/tickets/sister-cities-celebration-of-nations-278935?fbclid=IwAR3BoS3BR_JR7hLapaVu5mNXGU4R6pnWxA5Ja3XzCANvEFS8iH47Ll2uoMo)

**We received a nice thank you call for our Sanitation Department employees.**

*Ms. Rebecca Brannon from 111 Bradley Ct., called in giving encouragement and grateful gratitude to side load driver Mr. Woody (George "Woody" Edwards) for an outstanding job he has done for her and her neighborhood. She also stated she could not compliment enough about Mr. Woody and all the SES workers.*



With the new **City Hall redevelopment**, we have an opportunity to plan a new **~1-acre park at 3rd Avenue South and Church Street**. We'll engage the community over the next few weeks. Before that, we want to get feedback from City team members. We really want to hear from you and how you might like to use the future park next door to the new City Hall! Please take the quick survey here:

<https://www.surveymonkey.com/r/CFRC6FM>

**Employee of the Quarter nomination deadline is Dec 31, 2023!** Don't miss out on this opportunity to give a shout out and recognize a worthwhile co-worker! Send in nominations to [cara.rives@franklintn.gov](mailto:cara.rives@franklintn.gov).

More from the **HR Department** sent earlier this week from Delaney:

We are excited to announce that the **NEW Sick Conversion Program** will be opening for employee requests on January 1! As a reminder, employees are able to convert up to two working days of sick leave to two working days of personal leave to be used during the following calendar year. The criteria for this program is below along with some examples for eligibility.

Criteria

- Must be a full-time employee
- Must request the conversion during the open window of 1/1/24-1/31/24
- Must have a minimum of 240 hours of available sick leave as of 1/1/24
  - o Fire shift personnel: Minimum of 324 hours of available sick leave as of 1/1/24

Information on 1/1/24	Employee A	Employee B	Employee C
Available Balance	248:00 sick hours	390:00 sick hours	180:00 sick hours
Ending Vested Balance	336:00 sick hours	450:00 sick hours	276:00 sick hours
Fire Shift Employee?	No	Yes	No
Eligible?	Yes – Available balance is over required 240 hours	Yes – available balance is over 324 hours required for Fire shift personnel	No – Available balance is not over 240 hours. Ending vested balance does not apply to this program, as it is the projected balance for the end of the year and not the <b>available</b> balance on 1/1/24.

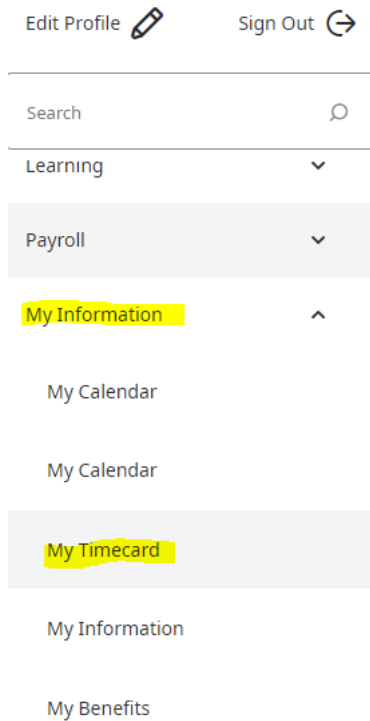
The window for requests will be open from 1/1/24-1/31/24 and the conversion of sick time to personal time will be reflected in UKG by February 9, 2024. **This program is voluntary and the conversion of sick leave to personal leave is not automatic. You must request this conversion if you would like to participate.**

Please email [sickconversion@franklintn.gov](mailto:sickconversion@franklintn.gov) to request your conversion. You will receive confirmation from the HR team with approval status once the window closes for requests.

Please note, employees carryover the maximum number of days of vacation leave that could be earned in the previous year and employees who exceed that maximum automatically have up to 5 working vacation days (40 hours for all non Fire shift employees and 60 hours for Fire shift employees) converted to sick time. These carryovers take place on 12/31 in UKG, so to allow UKG to calculate your sick balance correctly, please don't review your sick time balance until after January 1.

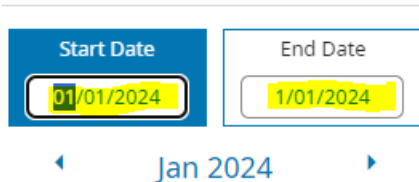
## Reviewing Balances in UKG

1. Login and click the hamburger menu in the top left. Choose “My Timecard” under “My Information”



2. At the top right of the page, make sure date range is set to 1/1/2024-1/1/2024.

### Date Range



3. At the bottom of the timecard, click “Accruals”



4. Review your balance for “Sick” available balance

Accrual Code Name	Accrual Code Type	Available Balance	Accrual Reporting Period	Opening Vested Balance	Ending Vested Balance
Sick	Hour	248.00	Mon 1/01 - Tue 12/31	248.00	336.00

That’s it for now and the last E-Brief of 2023. Thank you for your many contributions throughout 2023. I am proud to work with such a talented, dedicated, and caring team. Thanks for *all* you do!

City offices will be closed Monday, January 1. Looks like we may have the possibility of light snow this weekend, Be safe! Happy New Year!

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