

**RESOLUTION SETTING THE CITY OF BRIGHTON
HOLIDAY SCHEDULE AND GENERAL LEAVE FOR 2016
CALENDAR YEAR**

RESOLUTION NUMBER 2015-127

WHEREAS, the City Council for the City of Brighton, Colorado establishes the pay and benefit plans for eligible employees of the City; and

WHEREAS, the City of Brighton observes eleven (11) paid fixed holidays per calendar year; and

WHEREAS, the City Council reviewed the Employee Advisory Committee request for the addition of a new category entitled General Leave to be added to the employee benefits package in 2007; and

WHEREAS, the City Council has reviewed and is prepared to set the official holiday and general leave schedule for the 2016 calendar year.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Brighton, Colorado that the holiday and general leave schedule for 2016 shall be:

- 1) The eleven (11) days to be officially observed by the City in 2016 are:

New Year's Day	January 1
Martin Luther King Day	January 18
President's Day	February 15
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Veteran's Day	November 11
Thanksgiving Day	November 24
Day after Thanksgiving Day	November 25
Christmas Eve Day	December 23*
Christmas Day	December 26*

*Per City policy, holidays falling on a Saturday are normally observed the preceding Friday and Holidays falling on Sunday are observed the following Monday.

- 2) That all eligible, full-time employees that have worked for the City for a period of six (6) months to three (3) years by December 31, 2015 are granted one (1) day of general leave of eight (8) hours.
- 3) That all eligible, full-time employees who have reached a full three (3) years of employment by December 31, 2015 shall receive three (3) days of general leave of twenty four (24) hours.
- 4) That all eligible, full-time employees who have reached a full seven (7) years of service by December 31, 2015 shall receive four (4) days of general leave of thirty two (32) hours.

- 5) General leave hours that are not used by eligible employees by the last pay period of the year will not have these hours carried over into the following year. General leave hours need to be approved in advance and time off granted based on the needs of the department/division the employee is assigned to.
- 6) Employees whose employment with the City ends before using general hours are not entitled to monetary reimbursement.
- 7) That the City Manager is authorized to outline the procedures for utilization of the paid holiday and general leave schedule in accordance with the City's Employee Handbook.

Resolved this day 20th of October, 2015.

THE CITY OF BRIGHTON, COLORADO

Richard N. McLean, Mayor

ATTEST:

Natalie Hoel, City Clerk