

RESOLUTION NO. 2019-126

A RESOLUTION SETTING THE CITY OF BRIGHTON, COLORADO HOLIDAY SCHEDULE AND GENERAL LEAVE FOR 2020 CALENDAR YEAR

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 for 2007; and

WHEREAS, the City Council has reviewed and is prepared to set the official holiday and general leave schedule for the 2020 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 2020 shall be:

- 1) The eleven (11) days to be officially observed by the City in 2020 are:

New Year's Day	January 1
Martin Luther King Day	January 20
President's Day	February 17
Memorial Day	May 25
Independence Day	July 3
Labor Day	September 7
Veteran's Day	November 11
Thanksgiving Day	November 26
Day after Thanksgiving Day	November 27
Christmas Eve Day	December 24
Christmas Day	December 25

- 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, 2019 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, 2019 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, 2019 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 leave 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 15TH DAY OF October, 2019

CITY OF BRIGHTON, COLORADO

J.W. EDWARDS, Mayor Pro Tem

ATTEST:

NATALIE HOEL, City Clerk

APPROVED AS TO FORM:

JACK D. BAJOREK, City Attorney