



## Legislation Details (With Text)

**File #:** ID-322-19      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 10/9/2019      **In control:** City Council  
**On agenda:** 12/3/2019      **Final action:**  
**Title:** A RESOLUTION SETTING THE CITY OF BRIGHTON, COLORADO HOLIDAY SCHEDULE AND GENERAL LEAVE FOR 2020 CALENDAR YEAR

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution for 2020 Holiday Schedule

Date	Ver.	Action By	Action	Result
12/3/2019	1	City Council		

### *Department of Administrative Services*

**Reference:** 2020 Holiday Schedule and General Leave

**To:** Mayor Kenneth J. Kreutzer and Members of City Council

**Through:** Marv Falconburg, Acting City Manager

**Prepared By:** Karen Borkowski-Surine, Administrative Services Director

**Date Prepared:** 10/8/2019

### **PURPOSE**

To approve the 2020 Holiday Schedule and General Leave time.

### **BACKGROUND**

In July 2006, City Council approved adding General Leave for employees as follows:

**General Leave** - If an employee has reached six (6) months of employment as of December 31<sup>st</sup> of that year, employees are granted one (1) eight (8) hour day of General Leave. When employees reach their third (3) year of service, sixteen (16) hours of General Leave are added (for a total of 24 hours) per year. At the seventh (7) year of service, eight (8) additional hours of General Leave are added (for a total of 32 hours) per year. The employee is required to use General Leave within the year or lose it. If an employee terminates employment without using General Leave, it is not paid to them like accumulated Personal Leave. Therefore, there is no cost to the City other than having another employee cover for them. Most departments/ divisions generally do not bring in temporary personnel to cover a position while individual employees are on leave. Staff is recommending continuing this program. All General Leave must be used in the current year and cannot be carried over into the following year.

**Holiday Schedule** - The City observes eleven (11) paid fixed holidays for all regular full-time and part-time employees.

### **FINANCIAL IMPACT**

There is minimal financial impact to the City. If an employee terminates employment with the City, there is no pay out for unused General Leave. Most departments/ divisions have sufficient personnel to cover for short absences. The Police Department will maintain minimum staffing for all shifts, which is in keeping with present practice. Temporary fill-in help may be necessary on a case by case basis.

**STAFF RECOMMENDATION**

Staff recommends approval for the proposed Resolution

**ATTACHMENTS**

- Resolution