



Legislation Text

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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 31st 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