

RESOLUTION NO. 2022- 17

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION III. LEAVE OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY

WHEREAS, the City Council for the Town of Ashland City has adopted resolution 2020-33 as the most recent Employee Manual; and

WHEREAS, the Employee Manual shall be updated with the attached changes.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the Employee Manual updates and changes, attached hereto, is hereby approved, and adopted and shall replace any previously adopted sections of the Employee Manual and shall become effective immediately following passage of this resolution.

We, the undersigned City Council members, meeting in Regular Session on this 10th day of May 2022, move the adoption of the above Resolution.

Councilmember Jim Adkins moved to adopt the Resolution.

Councilmember J. J. J. R. seconded the motion.

Voting in Favor 5 Voting Against 0

Attest:

Steve W. Allen
Mayor Steve Allen

Alicia Martin
City Recorder Alicia Martin, CMFO

BEREAVEMENT LEAVE

Regular full-time and regular part-time employees shall be allowed three (3) days, twenty-four (24) hours pay for full-time and twelve (12) hours for part time employees, leave with pay for the death of an **immediate family member. Immediate family shall be defined as spouse, parent, children, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, stepparents, foster parents, and step-siblings. (Current in-laws)**

An extra day may be allowed when out of state travel is required, as approved by the employee's department head ~~and supervisor, or the mayor~~. Any employee who wishes to take time off for death of family or friends not defined within this section will be allowed to take any accumulated paid time off, as defined as compensatory time, vacation time, or sick leave, for a period not to exceed three (3) days. In the event the employee does not have enough paid time off employees may seek approval from the mayor for temporary "leave without pay."

An employee who claims bereavement leave, at the discretion of the department head, may be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.