

Resolution 2013-11

A resolution of the City Council of Ashland City, Tennessee amending the Personnel Policies and Procedure Manual governing employment with the Town of Ashland City, Tennessee.

WHEREAS, the City Council of the Town of Ashland City has adopted a personnel system to provide a means, to select, develop, and maintain an effective municipal workforce,

And;

WHEREAS, the Personnel System requires that the Personnel Policies and Procedures Manual shall be updated and approved by the City Council;

NOW THEREFORE, be it ordained by the Mayor and Council of the Town of Ashland City, Tennessee that the Personnel Policies and Procedures Manual be amended by deleting SECTION IV – LEAVE AND BENEFITS. B. VACATION LEAVE. Adding in its entirety the following:

**SECTION IV – LEAVE AND BENEFITS.**

**B. VACATION LEAVE**

Annual/vacation leave will be granted to regular employees . An employee will earn annual vacation leave during his/her probationary period after completing 30 days. Annual vacation time will not accrue if an employee is not working for 30 consecutive days. Annual vacation leave will be given in January of every year. However, if annual vacation time is used and the person is no longer an employee any time owed the city will be deducted from the last paycheck and/or any annual vacation time unearned will be returned to the city. For all employees a maximum of 100 hours may be carried forward into the next year. Any remaining hours over 100 at the end of the year (December) will be transferred to sick time.

Annual Vacation time will be calculated according to the following schedule to be given:

<u>Years of Service</u>	<u>Full Time Employees</u>	<u>Part time Employees</u>
0-5 years	2 weeks	1week
16+ years	4 weeks	2 weeks
6-15 years	3 weeks	1-1/2 weeks

For leave purposes, a full time employee is one that is scheduled to work a 40 hour week. A part-time employee is one scheduled to work 29 or less hours per week.

Vacations will be scheduled at least one (1) month in advance for the mutual convenience of the employee and the city government so proper adjustments can be made in the work schedules. No employee may begin his/her annual leave until his/her request has been approved by the Mayor and/or department head.

All annual vacation leave must be used prior to the employee receiving long term disability benefits.

An employee who is separated from city employment shall be paid for his/her unused vacation leave that is due the employee on a regular pay-period basis. Any annual vacation time not earned will be returned to the city. The termination date shall coincide with last day of pay. In no event will an employee who has not completed at least 90 days of satisfactory service receive terminal annual vacation pay. In no event will the city pay for vacation time that the employee is not due.

Legal holidays falling within a vacation period are not to be counted as vacation days. There shall be no pay in lieu of vacation. When an employee is on "leave without pay" for 15 days during any calendar month, no annual vacation leave will accumulate. Employees may not borrow against future annual vacation or transfer earned leave to another employee.

Service in the Tennessee National Guard, state militia, or military reserves may be charged as annual vacation at the option of the employee. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

This resolution shall take effect from and after its passage, the public welfare requiring it.

Adopted this 10 day of December, 2013.



Rick Johnson, Mayor



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Phyllis Schaeffer, City Recorder