

**Decatur City
Alabama****Resolution
15-227**

Adopted
Sep 21, 2015 10:00 AM

Approve leave for City Employees

Information

Department:	Mayor's Office	Sponsors:
Category:	Personnel	

Attachments

[Printout](#)

Res/Ord Body

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that each full-time employee on the active payroll of the City on December 24, 2015 shall be granted four (4) hours paid leave to be used on that date; with the understanding that only those employees whose presence at work is essential to the operation of the City on that date shall remain at work beyond the time which prevents the use or partial use of this specified leave;

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that each full-time employee on the active payroll of the City on December 31, 2015 shall be granted four (4) hours paid leave to be used on that date; with the understanding that only those employees whose presence at work is essential to the operation of the City on that date shall remain at work beyond the time which prevents the use or partial use of this specified leave;

BE IT RESOLVED that an employee whose presence at work is essential to the operation of the City on either date and must remain at work beyond the time which prevents the use or partial use of this specified leave on that particular date shall be given equal time off to the extent of any unused portion of this specified leave to be used on or before January 17, 2016;

BE IT FURTHER RESOLVED that when an employee's scheduled off day is on either December 24, 2015 or December 31, 2015 that employee shall be entitled to use the specified four (4) hours paid leave for that day on another day which occurs on or before January 17, 2016, as approved by their Department Director;

BE IT FURTHER RESOLVED that an employee's scheduled off day does not include any day for which that employee is required to use a floating holiday, vacation, sick leave or any other form of leave in order to be authorized to be absent from work;

BE IT FURTHER RESOLVED that if an employee is scheduled to work on either December 24, 2015 or December 31, 2015 and requests to use a floating holiday, vacation, sick leave or any other form of leave, that employee will be required to use the specified four (4) hours paid leave on that date prior to being approved to use any of those employee leave benefits to supplement their absence on that particular day;

BE IT FURTHER RESOLVED that an employee whose Department Director certifies to the Appointing Authority after January 17, 2016 because of Department work schedule requirements the particular employee could not be scheduled to use either of the specified four (4) hours paid leaves or any portion of them; and the employee has not used any other form of employee leave benefits from December 24, 2015 through January 17, 2016; then the Appointing Authority will review such certification and either approve or disapprove the payment to that employee for any unused specified paid leave hours.

Adopted this 21st day of September, 2015

Background Information

<< BACKGROUND INFO HERE >>

Meeting History

Sep 21, 2015 10:00 AM	City Council	Regular Meeting
RESULT:	ADOPTED [UNANIMOUS]	
MOVER:	Billy Jackson, District 1	
SECONDER:	Roger Anders, District 2	
AYES:	Gary Hammon, Billy Jackson, Charles Kirby, Roger Anders, Chuck Ard	

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