

BOARD OF ALDERMEN

ITEM NO. C(6)

**AGENDA ITEM ABSTRACT
MEETING DATE: June 3, 2008**

**SUBJECT: Amendment to Chapter 4 of the Town Code (Personnel Policy) Relating to
Maximum Accumulation of Holidays and Transfer to Sick Leave**

DEPARTMENT: Human Resources	PUBLIC HEARING: No
ATTACHMENTS: A. Ordinance	FOR INFORMATION CONTACT: Desiree White – 918-7321 or Mike Brough – 929-3905

PURPOSE

The purpose of this item is to request that the Board of Aldermen adopt a revision to Chapter 4 of the Town Code (Personnel Policy) that would provide for a maximum accumulation of holidays and permit holidays over and above the accumulated maximum to be transferred to an employee's sick leave balance.

INFORMATION

All permanent Town employees are entitled to 11 paid holidays (five 24 hour tour of duty days for shift fire personnel). However, in some departments (particularly police and fire), employees have not been able to use their holiday leave regularly, thus it has been accumulating with no applicable maximum. This is largely due to minimum staffing requirements, mandatory trainings, and vacancies.

Rather than allow these holidays to continue to accrue with employees unable to use them in a timely fashion or at all, staff is proposing to allow employees to accumulate holidays without any applicable maximum until December 31st of each year. Effective the last payroll in the calendar year, holidays in excess of 11 days (five 24 hour tour of duty days for shift fire personnel) will be transferred to an employee's sick leave balance so that only 11 days (five 24 hour tour of duty days for shift fire personnel) are carried forward to January 1st of the next calendar year. Allowing employees to transfer the unused holidays to sick leave will reduce the Town's liability for the unpaid holidays and be beneficial to staff since sick leave may be used toward retirement service credit. A few years ago the town made this same accommodation with respect to annual leave in excess of 240 hours (336 for shift fire personnel).

As we make this transition, staff further recommends that employees who have unused holidays through December 2007 will be paid for these holidays with available lapsed salary. Doing so would demonstrate the Town's appreciation of the employees who have been unable to use the holidays when they occurred and the understanding of the special circumstances that made the use of the holidays impossible.

FISCAL AND STAFF IMPACT

There are sufficient funds available in departmental budgets to pay for holidays.

RECOMMENDATION

The staff recommends that the Mayor and Board of Aldermen approve the attached ordinance.