RESOLUTION 93-04

A RESOLUTION AMENDING BELLE MEADE'S
PERSONNEL POLICY MANUAL TO READ AS FOLLOWS:

VACATION

All full time employees with less than five (5) years of
continuous service shall be entitled to ten (10) days of vacation
benefits per year. No employee will be entitled to take any
vacation time off until the employee has completed six
consecutive months of employment. Vacation time the first year
of employment will be pro-rated according to the number of months
employed. All full time employees with five (5) to ten (10)
years of continuous service shall be entitled to vacation
benefits of fifteen (15) days per year. All full time employees
with ten (10) years or more of continuous service shall be
entitled to vacation benefits of twenty (20) days per year. Part
time employees shall be entitled to vacation benefits on a pro-
rata basis based on the ratio of their work hours to that of full
time employees. All employees terminating their employment with
the City are entitled to vacation as earned, on a pro-rata basis.
All accrued vacation leave for employees who die while employed
by the City shall be paid to the living spouse or estate of said
employee. Temporary, seasonal, and substitute employees are not
eligible for vacation benefits. Neither vacation leave time nor
vacation pay shall be carried over from year to year. Any
vacation leave not taken within the calendar year shall be
forfeited. However, an employee who fails to take vacation time
off at the specific written request of the City Mayor or Manager

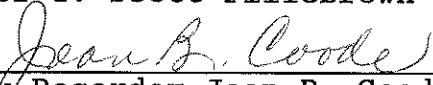shall receive payment for vacation benefits at the end of the calendar year.

Vacation leave assignments will be made in accordance with the preference of the employee where possible. Seniority will be a major factor when preparing vacation leave schedules. The department head's decision as to when leave may, or may not, be taken will be final. All records of vacation leave shall be maintained by Department Head and the City Manager.

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Mayor T. Scott Fillebrown

DATE OF ADOPTION:

March 3, 1993

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City Recorder Joan B. Coode