

RESOLUTION NO. 2021-0-1A

A RESOLUTION MODIFYING THE TOWN OF ORDWAY ASSOCIATE HANDBOOK REVISED MARCH 2013 REGARDING EMPLOYEE ANNUAL LEAVE

WHEREAS, the Town of Ordway Board of Trustees previously adopted a Associate Handbook dated January, 2013; and

WHEREAS, the Board of Trustees desires to modify the employee annual leave provisions to provide that annual leave be accumulated.

NOW THEREFORE, be it resolved by the Town of Ordway Board of Trustees as follows:

SECTION 1. The annual leave section located on Page 27 of the Associate Handbook dated January 2013 is hereby amended as follows:

ANNUAL LEAVE

A. Annual leave may be accrued by all permanent full-time employees and part-time employees who work thirty or more hours per week. Annual leave shall accrue each pay period and while on the following approved leaves: sick leave, annual leave, compensatory time leave, funeral leave and jury duty. Annual leave accrual commenced upon initial employment. Annual leave accrual is based on the following schedule.

- i. Year 1.....1.53846 hours per pay period.
- ii. 2-8 Years..... 3.076923 hours per pay period.
- iii. 8-15 Years..... 4.615385 hours per pay period.
- iv. 16 plus Years.....6.153846 hours per pay period.
  
- v. No employee may accrue more than 160 hours of annual leave. Annual leave accrual shall cease where an employee accrues 160 hours and shall commence again with the first hour worked where the employee's annual leave accrual is reduced to less than 160 hours. Annual Leave made available to employees as it is accrued.

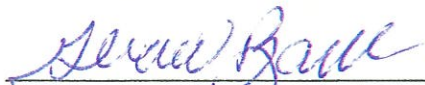
- vi. No employee shall receive pay in lieu of leave.
- vii. Annual leave may be scheduled Monday through Friday in eight (8) hours intervals. Employees may schedule compensatory time in conjunction with vacations or holidays. No two office employees may be scheduled off at the same time. Office employees shall consult among themselves regarding leave to conform with this sub-section. No two shop crew employees may be scheduled off at the same time. Shop crew members shall consult among themselves regarding leave schedules to conform with this sub-section.

Annual leave section amended on May 17, 2021.

**Section 2.** this amendment shall be inserted into the Associate Handbook and the Revision Date of the Associated Handbook shall be amended to read "Revised May 17, 2021".

**Section 3.** Each employee shall be given a copy of the Revised Associate handbook and shall sign a receipt for the Revised Associate Handbook when it is received. The receipt shall be placed in the employee's permanent file and the employee shall be given a copy of the receipt.

**ADOPTED AND APPROVED** this May 17<sup>th</sup> day of May, 2021.

  
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Mayor Town of Ordway

ATTEST:

  
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Town Clerk Town of Ordway