

**CITY OF CRAIG
RESOLUTION 13-18**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

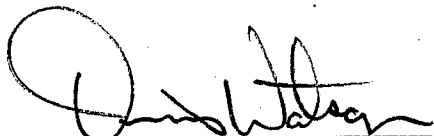
WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, among these terms and conditions is a policy defining the accrual of Annual Leave (Vacation) at Section 302 of the Handbook.


THEREFORE BE IT RESOLVED, that the Craig city council repeals Section 302 of the Employee Handbook and adopts the revised Section 302 as attached to this resolution.

BE IT FURTHER RESOLVED that the effective date of this action is January 1, 2014.

PASSED AND APPROVED by a duly constituted quorum of the city council this 6th day of June 2013.



MAYOR DENNIS WATSON



KASSI KNOCK- CITY CLERK

302 Annual Leave (Vacation) Benefits

Effective Date: 07/01/2010

Revision Date: 01/01/2014

Annual Leave time off with pay is available to eligible active employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use annual leave time as described in this policy:

- *Full-time employees
- * Part-time employees

The amount of paid annual leave time employees receive each year increases with the length of their employment as shown in the following schedule:

*Upon completion of probationary period the full time employees are entitled to 48 hours of annual leave, and additional days accrue at the rate of 1 day per month beginning the first full month following the probationary period.

*Part time employees must work at least 25% of the total monthly hours to accrue annual leave. Part time employees will receive annual leave time prorated by the number of hours worked if the employee works over 25% of the total monthly hours. Part time employees will not accrue more than 8 hours a month.

Eligible full time employees are entitled to 96 hours each year, and eight additional hours per year of service to a maximum of 160 additional hours, all of which is accrued per the Leave Accrual Table on page 300-3. The maximum annual leave that can be accrued at any given time is 240 hours. Employees should manage vacation time to avoid the loss of vacation accrual days over the 240 hours. Unused annual leave benefits will be allowed to accumulate until the employee has accrued a total of 240 hours worth of annual leave benefits. If the employee's benefits reach this maximum, further accrual of annual leave benefits will be suspended until the employee has reduced the balance below the limit.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins and ends on annual anniversary date of hire. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Paid annual leave time can be used in minimum increments of one hour. To take annual leave, employees shall request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Annual leave time off is paid at the employee's base pay rate at the time of the leave. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid for unused annual leave time that has been earned through the last day of work. However, if City of Craig, in its sole discretion, terminates employment for cause, forfeiture of unused annual leave time may result.

City of Craig Department Managers who regularly attend city council meetings in their capacity as city employees, and who are employed with the City of Craig as of the effective date of this policy, shall receive an additional 16 hours of annual leave each benefit year.

Leave Accrual Table

Years of Service	Vacation Hours per Year	Per Pay Period (26)
0	104	4.00
1	112	4.31
2	120	4.62
3	128	4.92
4	136	5.23
5	136	5.23
6	144	5.54
7	152	5.85
8	160	6.15
9	168	6.46
10	176	6.77
11	184	7.08
12	192	7.38
13	200	7.69
14	208	8.00
15	216	8.31
16	224	8.62
17	232	8.92
18	240	9.23
19	248	9.54
20	256	9.85