

**CITY OF HAMPTON  
STATE OF GEORGIA**

**RESOLUTION NO. 2019-**

**09**

**A RESOLUTION TO AMEND THE PART V EMPLOYEE BENEFITS SECTION 5 PAID VACATION LEAVE OF THE PERSONNEL POLICIES; TO PROVIDE AN AMENDMENT TO VACATION LEAVE; TO PROVIDE FOR REPEAL OF CONFLICTING RESOLUTIONS; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Hampton, Georgia is the Mayor and Council thereof; and

**WHEREAS**, the City employs a workforce that must adhere to the Personnel Policies which provide various policies regarding employment with the City; and

**WHEREAS**, one of the policies (Part V Section 5 of the Personnel Policies) governs paid vacation leave of employees; and

**WHEREAS**, the Mayor and Council desires to amend Part V Section 5 to allow for vacation leave to be accrued sooner than after one year of employment; and

**WHEREAS**, the attached **Exhibit "A"**, existing at Part V, Section 5 of the Personnel Policy, incorporated by reference, shall be amended to the reflect the change to how paid vacation leave is accrued.

**BE IT AND IT IS HEREBY RESOLVED** by the Mayor and Council of the City of Hampton, Georgia, that Part V, Section 5 of the Personnel Policy be amended and be reflected in the attached hereto and incorporated by reference and adopted to be effective immediately.

SO RESOLVED, this \_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF HAMPTON, GEORGIA**



**STEVE HUTCHISON, Mayor**

**ATTEST:**



**City Clerk**

**APPROVED AS TO FORM:**



**L'ERIN BARNES WIGGINS, City Attorney**

## **Exhibit “A”**

### **PART V- EMPLOYEE BENEFITS**

#### **Section 5: Paid Vacation Leave**

Only full-time employees are entitled to paid vacation leave. Vacation leave may be approved to cover vacation, emergency absence and sick leave after all earned sick leave is exhausted. Employees are entitled to vacation leave based on the following length of uninterrupted employment.

For full-time employees' accrual:

| <b><u>Years of Uninterrupted Service</u></b> | <b><u>Annual Accrual</u></b> | <b><u>Monthly accrual</u></b> |
|--|------------------------------|-------------------------------|
| 0-3 years (0 to 36 months)                   | 12 days                      | 8 hours                       |
| 4-5 years (48-60 months)                     | 20 days                      | 13.33                         |
| 6+ years (72+ months)                        | 25 days                      | 16.66                         |

Requests for vacation leave must be submitted to the appropriate Department Director at least one week prior to the beginning of the requested leave. All requests for vacation are subject to approval or disapproval by the Department Director and City Manager.

Salaried employees shall receive (one-thirtieth) of their monthly salary for each day of vacation taken. Hourly employees shall receive their hourly rate times eight hours for each day of vacation time taken.

Employees must schedule vacation time during the year in which it is credited. However, a maximum of 30 days of unused vacation leave can be carried over to the next year.

After one year of employment, employees leaving the employment of the City will be paid for unused vacation leave to their credit, up to a maximum of 30 days.