

RESOLUTION NO. R15669

**A RESOLUTION TO ADOPT A REVISED ANNUAL LEAVE POLICY
FOR THE EMPLOYEES OF THE CITY OF STOCKBRIDGE**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, the City Manager and Human Resources Manager have presented a proposal to revise the annual leave policy;

WHEREAS, the revised annual leave policy will provide for a more effective system for managing vacation and sick leave for the employees of the City; and

WHEREAS, the City Council desires to formally approve the revised annual leave policy;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval of Agreement. The Annual Leave Policy attached hereto as Exhibit A is hereby approved.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 12th day of October, 2015.



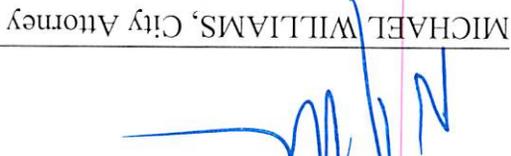
TIM THOMPSON, Mayor

ATTEST:



VANESSA HOLIDAY, City Clerk
(SEAL)

APPROVED AS TO FORM:



MICHAEL WILLIAMS, City Attorney



City of Stockbridge

Memorandum

To: Michael Harris, City Manager

From: Renee Wheeler, HR Manager

Date: October 12, 2015

Subject: Annual Leave and Sick Leave Bank Proposal

Objective: To establish a paid leave program that offers a traditional method of accruing leave and to offer employees separate leave plans that can be used more effectively and assist managers in managing their departments efficiently.

Type of Leave to Offer Employees: The City of Stockbridge recommendation is to implement the traditional leave program which offers separate vacation and sick leave benefits based on the following:

- Vacation leave –Vacation accrues based on employee’s length of service. An employee may accrue up to 240 hours of vacation leave. An employee may not have more than 240 hours available for use at any time on his/her account. Employee will not receive compensation in lieu of taking vacation leave. Employee will forfeit all hours in excess of 240.
- Sick leave –Accrual of 4.0 hours bi-weekly and 2.0 hours weekly = (104 hours) per year. This type of leave is not paid out upon termination. Sick leave will have a cap of 480 hours. The sick leave policy will require employees to substantiate the use of this type of leave. Hours in excess of 300 by Oct. 15th, the employee may elect to have the City buy back excess sick leave at 50% rate of pay.

Who will be Eligible for Paid Leave Benefits: Employees in full-time status who work 40 hours per week will be eligible for this benefit. Temporary or part-time employees will not be eligible for paid leave benefits.

Determine how much leave employees will be eligible for and when they will earn it:

Employees will earn leave on their date of hire. A maximum of 480 hours of sick leave and a maximum of 240 hours of vacation leave can be accrued before a “use it or lose it” policy is implemented. The “use it or lose it policy” is vacation/annual leave over the maximum of 240 hours accrued will be forfeited.

Option 1 - Proposed– Vacation (Annual Leave)

Years of Service	Days per year	Hours per pay period*
0-2	10	3.08
3-5	12	3.70

*hours based on 26 pay periods

6-10	15	4.61
11-14	17	5.23
15-20	20	6.16
21-25+	25	7.70

Transitioning into the vacation and sick leave program: The City will review the PTO leave balances as of each employee. Transfer of PTO hours will go into effect July, 2016.

HR and Payroll will work with Kronos to set up the leave accrual system and update the employee handbook with the updated leave policy to staff.