

**RESOLUTION NO. 1056**

**A RESOLUTION AMENDING SECTION VIII - LEAVE, OF THE CITY OF COLBY PERSONNEL HANDBOOK, PERTAINING TO USING VACATION LEAVE.**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF COLBY, KANSAS:**

**SECTION 1.** The Personnel Handbook for the City of Colby which includes employment practices, personnel policies, and grievance procedures was adopted, incorporated by reference, and approved by the City Council on December 6, 2005.

**SECTION 2. SECTION VIII - LEAVE, Paragraph A. Vacation Leave, Subparagraph 2. Using Vacation Leave** of the Personnel Handbook for the City of Colby is hereby amended.

**SECTION 3. SECTION VIII - LEAVE, Paragraph A. Vacation Leave, Subparagraph 2. Using Vacation Leave** shall be amended as follows:

**SECTION VIII - LEAVE**

**A. Vacation Leave:**

2. Using Vacation Leave. Again only regular full-time employees earn paid vacation leave. *Employees cannot use paid vacation time until they have been employed by the City in regular full-time status for twelve (12) continuous months.* All vacation time is to be used at a minimum of two hours at a time. Paid holidays falling within an employee's paid vacation shall be counted as holiday leave only, and shall not be charged against credited vacation leave. Vacation leave shall not be taken without prior authorization of your Department Head. Vacation requests may be denied when the requesting employee's absence would reduce available operational capabilities to a level impairing their department's ability to operate efficiently. Conflicting vacation leave requests shall be resolved on the basis of seniority.

Employees who leave City employment shall be paid for their credited, but unused, paid vacation leave at their regular rate of pay. If an employee terminates employment before the end of calendar year, the schedule to be used for compensating the number of vacation days will be five-sixths times the number of months worked for employees with less than five years of continuous service and one and one-fourth times the number of months worked for employees with five or more years of continuous service.

Again, regular full-time employees are only eligible to take ten (10) working days paid vacation leave after one calendar year of continuous regular full-time service with the City. In other words, they must work a full January 1 through December 31. Vacation leave accrued in the preceding calendar year can be taken after an employee has completed 12 months of service. For example, if you begin work in the middle of the year, you must work up to that same date of the following year before you can take any vacation. For example, assume Employee "A" begins employment July 1. From July 1 to December 31, one week's vacation has been earned. Employee "A" cannot take this week, however, until he/she completes twelve months of continuous employment, in other words, until July 1. However, beginning January 1, that employee is again accruing vacation leave for which he/she will be eligible to take after December 31 of year "2". This gives Employee "A" five (5) working days of vacation for working half of year "1" and ten (10) working days of vacation for working all of year "2".

Employees are allowed to carry over no more than three (3) earned vacation days to the new year. Should operational, scheduling, or other considerations make it impossible for an employee to take earned vacation leave within the required period, the City Manager is authorized to allow the employee to carry over additional unused leave, over the allowed three (3) days. All leave carried over must be used by July 1<sup>st</sup> of the following year.

The following is the schedule to be used when prorating vacation days for employees beginning work during the first calendar year:

January	10 days	July	5 days
February	9 days	August	4 days
March	8 days	September	3 days
April	7 days	October	2 days
May	6 days	November	1 day
June	5 days	December	0 days

**ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE  
MAYOR** this 2<sup>nd</sup> day of April, 2013.

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Gary L. Adrian, Mayor

ATTEST:

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Joni L. Ketchum, City Clerk

SEAL