

RESOLUTION NO. 15-33

**A RESOLUTION AMENDING THE CITY'S
REGULAR WORK SCHEDULE, HOLIDAY, PAID
VACATION, AND PAID SICK LEAVE POLICY FOR
CITY OF PINSON EMPLOYEES**

WHEREAS, the City of Pinson wishes to amend its "Regular Work Schedule, Holiday, Paid Vacation, and Paid Sick Leave Policy for City of Pinson Employees" as shown herein.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINSON, ALABAMA while in regular session on June 4, 2015 at 7:00 p.m., as follows:

1. The "Regular Work Schedule, Holiday, Paid Vacation, and Paid Sick Leave Policy for City of Pinson Employees" is hereby amended so as to read as follows:

**REGULAR WORK SCHEDULE, HOLIDAY, PAID VACATION, AND PAID
SICK LEAVE POLICY FOR CITY OF PINSON EMPLOYEES**

Regular Work Schedule

Absent unusual circumstances, the regular work schedule for Pinson's employees is Monday through Friday, with each employee working their regular daily shift as supervised and scheduled by the Mayor.

Paid Holidays

The City Council shall designate the 12 days that will be observed as official paid holidays by the City. Each such designated holiday shall be a paid day off for the City's employees, with their pay for such holiday calculated as the employee's hourly rate multiplied by the number of hours in the employee's regular daily shift.

Paid Vacation Leave

Paid vacation leave may be used by an employee for vacation, personal days, sick time, bereavement, and for any other purpose. Each Employee shall earn a number of hours of paid vacation leave that is the equivalent of their regular daily shift for each full calendar month worked for the City and no more than 96 hours of paid vacation leave may be earned during any calendar year. Paid vacation leave may be taken by an employee in units of no less than a one hour.

Any unused paid vacation leave remaining at the end of a calendar year shall be carried over into the following calendar year, but no employee may carry over more than 96 hours of paid vacation leave into the following calendar year. An employee will be paid for any paid vacation leave that is unused at the end of a calendar year, and that is not able to be carried over into the following year.

Paid vacation leave must be scheduled in advance, the scheduling and approval of the use of the leave is at the discretion of the Mayor, and the leave may be postponed by the Mayor in the event of natural disaster, catastrophe, or other emergency situation beyond the control of the City that, in the Mayor's discretion, requires that the employee be on duty.

Upon voluntary or involuntary separation of employment, an employee will be paid for any paid vacation leave that is unused (up to 144 hours). Paid vacation leave at the time of separation of employment that is in excess of 144 hours will have no cash value to the employee and will be forfeited.

Paid vacation leave hours shall accrue from the first day of employment, but shall not be available for use until the employee completes six (6) months of consecutive and continuous employment with the City.

Sick Leave

Sick leave is defined as the absence from duty by an employee as a result of any of the following: (i) personal illness or doctor's quarantine; (ii) incapacitating personal injury; (iii) attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie; (iv) death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle, or aunt); or (v) death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis). Sick leave is not a benefit payable on demand, but is provided to ensure that any employee who is unable to work due to one of the reasons specified above does not feel compelled to do so for financial reasons.

Each Employee shall earn a number of hours of paid sick leave that is the equivalent of their regular daily shift for each full calendar month worked for the City, but no more than 96 hours of paid sick leave may be earned during any calendar year. Paid sick leave may be taken by an employee in units of no less than one hour.

Any unused paid sick leave remaining at the end of the calendar year shall be carried over into the following calendar year, but no employee may carry over more than 360 hours of paid sick leave into the following calendar year. An employee will not be paid for any paid sick leave that is unused at the end of a calendar year, and/or that is not able to be carried over into the following year.

Paid sick leave will have no cash value to the employee and will be forfeited upon the voluntary or involuntary separation of employment.

Any unjustified or fraudulent claim for sick leave may be punished by loss of pay, the charging of vacation leave, and/or disciplinary action up to and including dismissal.

An employee who uses paid sick leave for a period of three (3) consecutive days or more shall be required to provide documentation of illness from a licensed physician or reasonable justification acceptable to the Mayor, in order to be eligible to use paid sick leave. Paid sick leave hours shall accrue from the first day of employment, but shall not be available for use until the employee completes six (6) months of consecutive and continuous employment with the City.

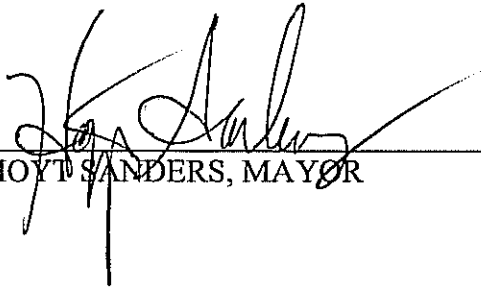
Changes

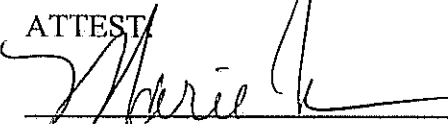
Changes to the Policy stated herein are not authorized except as approved by the City Council. The City reserves the right to make changes in these policies and benefits at any time. The policies set forth herein are effective as stated herein, and are applicable until changed by the Pinson City Council. Any such changes shall not affect benefits earned prior to the date of each change, but may affect benefits or other conditions of employment from the date of the change forward. The Mayor may issue and implement rules and regulations consistent with the policies and procedures stated herein.

2. This Policy shall become effective upon the first day of the month following its adoption by the City Council.

3. If any provision of this Resolution or Policy, or the application thereof to any person, thing or circumstances, is held invalid by a court of competent jurisdiction, such invalidity shall not affect the provisions or application of this Resolution or Policy that can be given effect without the invalid provisions or application, and to this end, the provisions of the same are declared to be severable.

ADOPTED this the 4th day of June, 2015.


HOYT SANDERS, MAYOR

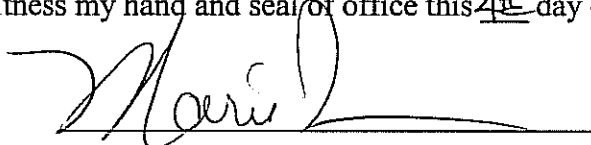
ATTEST

MARIE TURNER
CITY CLERK/TREASURER

CERTIFICATION OF CITY CLERK/TREASURER

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Marie Turner, City Clerk/Treasurer of the City of Pinson, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Pinson, Alabama, on the 4th day of June 2015.

Witness my hand and seal of office this 4th day of June, 2015.


_____, City Clerk/Treasurer