

EFFECTIVE DATE: November 24, 2003

SUBJECT: Personnel

AR 03-06

AN ADMINISTRATIVE REGULATION CLARIFYING
POLICY ON OBSERVANCE OF PAID HOLIDAYS, COMBINED
HOLIDAY/VACATION LEAVE, SICK LEAVE CONVERSION,
LOW SICK LEAVE USE BENEFIT, AND THE
ACCIDENT INCENTIVE PROGRAM

Section 1. Purpose.

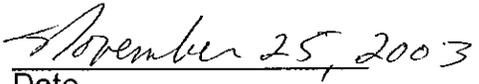
With the implementation of the Personnel Rules, which became effective November 11, 2003, questions have been raised in regard to observance of paid holidays, combined holiday/vacation leave, sick leave conversion and the low sick leave use benefit during the remainder of this calendar year. This Administrative Regulation will serve to clarify these issues.

Section 2. Policy.

- 1) The additional holiday hours specified in Sec. 21-8-1 of the Personnel Rules will be observed as such: the ½ day immediately preceding Thanksgiving Day (Wednesday, November 26, 2003) and the ½ day immediately preceding the date of observance for Christmas Day (Wednesday, December 24, 2003).
- 2) The change to combined holiday/annual leave for shift personnel will not occur until the pay period beginning January 4, 2004. Holiday time will continue to be compensated consistent with the practice in place immediately preceding the adoption of the Personnel Rules.
- 3) The Sick Leave Conversion Benefit, Sec. 21-8-14, is in effect and replaces the annual sick leave conversion program that would have required employees to give notice of intent to convert in November with the converted hours being available for use with the first pay period in January.
- 4) The Low Sick Leave Use Benefit, Sec. 21-8-15, will be calculated at the end of this payroll calendar year – pay period ending December 20, 2003. Sick leave used from December 22, 2002 through December 20, 2003 will be used to calculate the benefit. The benefit will be awarded in January, 2004.
- 5) The Accident Incentive program has been discontinued. Hours that were awarded March 2003 must be used by February 28, 2004.



Dan Dible, City Manager



Date