



RESOLUTION 2010-802

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING THE AMENDMENTS TO THE PERSONNEL MANUAL-HANDBOOK POLICY 3-7
HOLIDAY PAY AND POLICY 4-9 SICK LEAVE BANK POLICY.**

WHEREAS, the Town of Camp Verde Personnel Manual-Handbook was amended on October 21, 2009;

WHEREAS, it is in the best interest of the Town to update this Manual periodically to keep current with personnel issues and laws;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA;

THAT certain document entitled "AMENDMENTS TO THE TOWN OF CAMP VERDE PERSONNEL MANUAL-HANDBOOK POLICY 3-7 HOLIDAY PAY AND POLICY 4-9 SICK LEAVE BANK POLICY," copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the Town Clerk.

Passed and adopted by the Mayor and Council of the Town of Camp Verde, Arizona at the regular meeting of February 3, 2010.

Robert Burnside, Mayor

Attest:

Deborah Barber, Town Clerk

Approved as to form:

Town Attorney

Policy 3-7 Paid Holiday Leave

It is the policy of the Town to provide paid leave for a selected number of holidays. The Town administration is generally closed on those days.

Section 3-7-1 Eligibility

A) Holidays observed by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Right's Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

B) Employees eligible for paid holiday leave are:

- 1) Full-time employees
- 2) Employees in their initial evaluation period
- 3) Other classifications of employees approved by the Town Manager

C) Paid holiday leave is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to eighty-eight hours per year.

D) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.

E) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.

F) Paid holiday leave that is not utilized to supplement employees' regular work hours when the Town offices are closed may be used at a later date in place of vacation leave.

G) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible to use paid holiday leave for the holiday and shall lose pay for the day absent.

H) Offices will only be closed for observed holidays that occur on regularly scheduled work days (Monday through Thursday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

I) If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick leave) paid holiday leave may be utilized for the holiday instead of the paid time off benefit that would otherwise have applied.

J) Paid holiday leave is cumulative with a maximum year end accumulation of forty (40) hours. Hours in excess of forty (40) hours at December 31 of each year shall be forfeited.

Policy 3-7 Sick Leave Bank

Section 4-9-2 Eligibility

B) The recipient:

- 1) Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts (Paid Holiday Leave accruals are exempt from this requirement);
and

Section 3-7-2 Work on Holiday for Health or Safety Reasons

- A) Public Safety and other essential service employees may be required to work on holidays
- B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one half) for the time actually worked. The employee may request to have the additional half time hours converted to compensatory time in lieu of additional pay.
- C) .If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

Section 3-7-3 Termination of Employment

Upon termination, employees will be paid for unused paid holiday leave time that has been earned through the last day of work at their prevailing rate.