

CITY OF ENGLEWOOD
IN
MONTGOMERY COUNTY, OHIO

RESOLUTION NO: 24-22

PASSED: September 27, 2022

A RESOLUTION: AMENDING THE CITY OF ENGLEWOOD HANDBOOK, IV (B)
EMPLOYEE BENEFITS, LEAVES, PERSONAL LEAVE,
VACATION LEAVE, AND SICK LEAVE

WHEREAS, the Employee Handbook of the City of Englewood was adopted to provide a synopsis of information important to City employees and supplements the ordinances, resolutions and administrative policies adopted by the City of Englewood.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
ENGLEWOOD, MONTGOMERY COUNTY, OHIO AS FOLLOWS:

SECTION I That the City of Englewood Employee Handbook Section IV (B), Employee Benefits, Personal Leave, Vacation Leave, and Sick Leave are amended as follows:

IV EMPLOYEE BENEFITS

(B) HOLIDAY AND LEAVE BENEFITS

PERSONAL LEAVE

Employees are entitled to three (3) Personal Leave days per year to be accrued on the employee's anniversary date. ~~Probationary employees are entitled to 1 1/2 Personal Leave Days after six months of service and an additional 1 1/2 Personal Leave Days after twelve months of service.~~ Unused Personal Leave hours are automatically carried over from year to year and are accounted for on the check stub as vacation time.

VACATION LEAVE

The Vacation accrual schedule is as follows:

<u>YEARS OF SERVICE</u>	<u>TIME</u>	<u>HOURS ACCRUED EACH YEAR</u>	<u>PER PAY PERIOD</u>
Less than one	0	3.077	hours per pay period
1-4 1-3	2 weeks	3.077	hours per pay period
5-11 4-10	3 weeks	4.615	hours per pay period
12-14 11-13	3 weeks and 4 days	5.846	hours per pay period
15 14 or more	4 weeks	6.154	hours per pay period

Vacation Leave is accrued on an employee's anniversary date **a per pay period basis**, but can be carried over from one year to the next. The maximum carry-over on an employee's anniversary date is 30 days, in addition to vacation accrued in the new year.

Employees are encouraged to take a vacation every year for the sake of mental and physical health. Vacation Leave must be approved in advance by an employee's supervisor and can be postponed if an absence would have a significantly adverse impact on City services.

Vacation leave must be reported **on time cards** in no less than one hour segments. Employees will not be paid for accrued, but unused vacation except in the case of death, resignation, or layoff of full-time employees. If a holiday, for which an employee is granted leave with pay, falls within an employee's vacation period, that holiday shall not be counted as vacation leave taken.

SICK LEAVE

All full-time and probationary employees are granted ten hours of sick leave per month beginning on the date of hire.

Employees may be required to file a physician's certificate stating if and why they were unable to work. Approved sick leave must be reported on time cards in increments of no less than 15 minutes.

An employee may use sick leave:

1. In case of his/her illness, injury, childbirth, or exposure to a contagious disease;
2. For medical, dental, or optical examination or treatment. (Such leave shall be limited to the actual hours necessary for such medical, dental or optical examination or treatment, including reasonable travel time);
3. Enforced quarantine of the employee in accordance with community health standards;
4. In case of emergency treatment of the illness or injury of a spouse, child, step-child, or parent, where the employee's presence is necessary;
5. When scheduled in advance for the medical procedure of a spouse, child, step-child, or parent.
6. **In addition to (4) and (5), up to 40 hours in a calendar year in case of illness, injury, or exposure to a contagious disease of an employee's spouse, child, step-child or parent where the employee's presence is reasonably necessary for the health and/or welfare of the affected family member.**

In addition to (4) and (5), up to 40 hours in a calendar year for the birth and/or adoption of an employee's child.

Except as provided in Funeral Leave section, sick leave usage will count as an occurrence as defined in the Merit Rules of Employment in effect as the update of this handbook.

Sick Leave is accrued to unlimited amounts.

See Section IX concerning payment for unused Sick Leave upon retirement.

SECTION II It is hereby found and determined that all formal actions of this Council concerning and relating to the Passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION III That this Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED this 27th day of September, 2022.



Thomas Franz, Mayor

ATTEST:



Kerry Norman, Clerk of Council

C E R T I F I C A T E

I, Kerry Norman, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify the foregoing is a true and correct copy from the *Record of Proceedings* of said City. **WITNESS** my signature this 27th day of September, 2022.



Kerry Norman, Clerk of Council

CERTIFICATE OF POSTING

I, Kerry Norman, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify publication of the foregoing **RESOLUTION** was made as designated by Sections 224.01 and 24.02 of the Englewood Code.



Kerry Norman, Clerk of Council