

ORDINANCE NO. 92, SERIES 2010

**AN ORDINANCE AMENDING THE VACATION SECTION OF THE
PERSONNEL MANUAL FOR THE TOWN OF TIMNATH**

WHEREAS, the Town of Timnath has a personnel manual dated October 26, 2005; and

WHEREAS, the Town Council wishes to make changes regarding annual vacation accrual and maximum carryover of vacation to the personnel manual;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO:

Section 1. That the Vacation section of the Town of Timnath Personnel Manual shall be rescinded and replaced with a Vacation section to read as follows:

Vacation

The Town grants paid vacation to regular, full-time employees. For this benefit, a year is defined as the employee's date of hire. Since vacations are granted for the purpose of rest and relaxation, the Town encourages all employees to take vacation within the year that it is accrued.

The Company grants the following number of days for paid vacation to regular, full-time employees:

Years 1-4	Up to 120 hours per year
Year 5	Up to 128 hours per year
Year 6	Up to 136 hours per year
Year 7	Up to 144 hours per year
Year 8	Up to 152 hours per year
Year 9+	Up to 160 hours per year

Employees can carry over a maximum of 80 hours of vacation from one year to the next. Any request for additional carryover of vacation hours is subject to approval by the Town Manager.

Employees can use their vacation as it is earned. Payroll must be notified on the time sheets, whenever vacation time is used so that eligible employees who have vacation time available can be properly paid. The Leave Request forms must be submitted to the employee's supervisor and approved prior to use of vacation time.

Vacation time should be scheduled at least two weeks in advance. The Town will attempt to accommodate the employee's vacation schedule but due to timing may not be able to grant the exact time off that the employee would like. Vacation time taken shall be clearly indicated on the employee's timesheet.

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Please Return to:
Town of Timnath
4800 Goodman Street
Timnath, CO 80547

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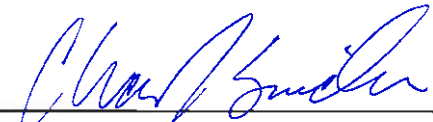
An employee may not receive a cash payment in lieu of a vacation for his or her accrued vacation hours, except in the case of termination of employment. Should an employee find that taking a vacation may result in a negative vacation time balance; the employee must discuss the matter in advance with his or her supervisor.

Section 2. This Ordinance shall take effect April 1, 2010, upon its passage and approval.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH ON FIRST READING, ON MARCH 17, 2010, AND SET FOR PUBLIC HEARING AND SECOND READING AT 7:00 P.M. ON MARCH 24, 2010 AT THE TIMNATH TOWN HALL, 4100 MAIN STREET, TIMNATH COLORADO AND ORDERED PUBLISHED BY TITLE THIS 24TH DAY OF MARCH, 2010.


MOVED, SECONDED AND FINALLY ADOPTED ON SECOND READING FOLLOWING PUBLIC HEARING BY THE TIMNATH TOWN COUNCIL ON MARCH 24, 2010.

TOWN OF TIMNATH



Donna Benson, Mayor

ATTEST:



Milissa McGuire, Town Clerk

