

**RESOLUTION NO. 23-24-21**

**AMENDING THE EMPLOYEE POLICY HANDBOOK FOR SICK LEAVE ACCRUAL**

WHEREAS, the City of Forest City, IA desires to offer competitive benefits to full-time employees; and

WHEREAS, the City's Sick Leave is meant to offer an incentive for recruitment and retention with the City;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Forest City, Iowa amends the employee handbook by replacing Section 13.1 with the following:

**Section 13.1 Sick Leave Accrual**

Sick leave shall be accrued by a full-time employee at the rate of 3.5 hours per bi-weekly pay period to a maximum of 720 hours. Sick leave will be paid out based on an employee's normal work day.

This policy shall become effective January 1, 2024. As previous annual accruals were made each January 1<sup>st</sup> and were accrued in arrears following 6-months of employment, January 1, 2024, only, this 80-hour accrual for 2023 shall be applied to all full-time employees having reached 6-months of employment with the City.

PASSED AND APPROVED this 5<sup>th</sup> day of December 2023.

  
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Ronald Holland, Mayor

ATTEST:

  
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Daisy Huffman, City Clerk/Administrator