

RESOLUTION NO. 23-24-22

AMENDING THE EMPLOYEE POLICY HANDBOOK FOR VACATION ACCRUAL

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

WHEREAS, the City's Vacation policy 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 12.1 with the following:

Section 12.1 Vacation Accrual

Regular full-time employees who have been in continuous employment from the date of hire shall be entitled to vacation as indicated below:

<u>Completed Employment</u>	<u>Bi-Weekly Accrual</u>	<u>Maximum Accrual</u>
0-23 months (0- 2 years)	1.54 hours (40 hours)	
24-95 months (2-8 years)	3.08 hours (80 hours)	160 hours
96-179 months (8-15 years)	4.62 hours (120 hours)	240 hours
180-263 months (15-22 years)	6.16 hours (160 hours)	320 hours
Over 264 months (over 22 years)	7.7 hours (200 hours)	400 hours

***Employees hired prior to July 1, 2013 shall receive 240 hours (9.23 hours bi-weekly) of vacation after 30 years (over 360 months) of service.

Section 12.1.1 Personal Day

In addition to the vacation listed above, full-time employees completing their 6-month Probationary Period shall be granted one (1) Personal Day per calendar year which shall be accrued every January 1st based on the employee's normal workday (10 hours for Police Officers, 8 hours for all others). If unused each December 31st, the Personal Day will be forfeited.

This policy shall become effective January 1, 2024. As previous annual accruals were made each January 1st, January 1, 2024, only, each employee's accrual for 2024 shall be applied to all full-time employees.

PASSED AND APPROVED this 5th day of December 2023.



Ronald Holland, Mayor

ATTEST:



Daisy Huffman, City Clerk/Administrator