



# Town of Huachuca City

The Sunset City

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## RESOLUTION NO. 2019-06

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING CHANGES TO THE TOWN'S PERSONNEL POLICES CONCERNING HOLIDAY PAY.

WHEREAS, pursuant to Ordinance No. 2018-04, the Town Council removed the Town's personnel polices from the Town Code and directed the Town Manager to develop and maintain the Town's Personnel Policy Manual; and

WHEREAS, on April 26, 2018, the Town Council approved the Town Manager's Personnel Policy Manual and has approved amendments to it from time to time [the "Manual"]; and

WHEREAS, the Town Manager has developed another revision to the Manual concerning holiday and vacation pay, attached hereto as Exhibit A, and incorporated herein by this reference; and

WHEREAS, the Council has reviewed the proposed changes, and finds that adopting them is in the best interests of the Town, its residents and employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Huachuca City, Arizona, that the Manual is hereby revised with the policy changes reflected on Exhibit A.

**BE IT FURTHER RESOLVED** that the Town Manager is hereby authorized and directed to implement the policy change forthwith.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 24th DAY OF JANUARY, 2019.**

  
Johann Wallace, Mayor

ATTEST:

  
Jennifer Fuller, Town Clerk

Approved as to Form:

  
Thomas Benavidez, Town Attorney

**[Exhibit A]**  
**[Personnel Policy Changes]**

**2.130.590 Holidays.**

The holidays to be observed in the town of Huachuca City are as follows:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Thanksgiving Day (After – Friday)
Independence Day	Christmas Day
Labor Day	Christmas Eve

**2.130.600 Annual (vacation) leave.**

All employees in permanent full-time employment of the town of Huachuca City shall be entitled to annual vacation leave with pay except the following:

- A. Employees who have served less than six months in the service of the town. However, vacation credits for the time may be granted to each such employee who later receives a permanent appointment.
- B. Employees who work on a provisional or volunteer basis and all employees who work less than 1,040 hours per year.

Upon completion of one full year of service, each eligible employee shall be credited 10 working days of vacation at the rate of five-sixths of a day per month; provided, however, that those employees who have less than one full year of eligible service shall be credited on a prorated portion.

In the event one or more municipal holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave. Town offices may be closed early for inclement weather or prior to a holiday at the discretion of the Town Manager with the approval of the Mayor. If an employee is already out for vacation on that day they will not receive extra pay or be credited any additional vacation hours for the early closing of town offices. The employee's pre-planned vacation day stands.

Employees who have satisfactorily completed six months' probation and who terminate employment shall be paid in a lump sum for all accrued unused vacation leave earned prior to the effective date of termination with the limitations as stated above.

Effective January 1, 1985, the annual leave policy is as follows:

<b>Years of Service</b>	<b>Annual Vacation Leave</b>
1 Year – 4 Years	2 Weeks (10 Working Days)
5 Years – 10 Years	3 Weeks (15 Working Days)
11 Years or More	4 Weeks (20 Working Days)

(Personnel Policies and Procedures, revised January 1, 2015)

Vacation time off is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as shift differentials.

You are encouraged to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of the benefit year, you may carry over the unused time to the next benefit year. If the total amount of unused vacation time reaches the cap, your vacation accruals will stop. When you use vacation time again and the available amount falls below the cap, your vacation accruals will resume.

**Accrual allowance:**

**240 hours maximum**

Exceptions to this policy may be made by the City Manager with written justification from the Department Head. In such cases, the City Manager may permit arrangements to compensate the employee for loss of accrued time.

Employees are strongly encouraged to use their annual vacation time. **Unused or excess vacation hours may not be converted into cash except upon termination or resignation of employment.**

**However, in the event that this is not possible due to scheduling or other conflicts, employee vacation time may be sold back to the Town once per year at the discretion of the Town Manager. For an employee to sell back earned vacation time, the following conditions must be met:**

- Employee must have used at least 40 hours vacation during the previous year.**
- No vacation time sold back within the previous year.**
- The employee must have at least 100 hours vacation time remaining after the requested buy back of vacation time.**

- Only 40 hours of vacation time may be sold back per request.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

