

**APPLE VALLEY
RESOLUTION R-2026-32**

NOW THEREFORE, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

SECTION 1: **AMENDMENT** “Leave” of the Apple Valley Policies & Procedures is hereby *amended* as follows:

BEFORE AMENDMENT

Leave

A. ABSENT WITHOUT LEAVE.

1. Any unauthorized absence of an employee from duty shall be grounds for disciplinary action, up to and including termination, by the Mayor, or designee.
2. Any employee who is absent for three (3) or more consecutive workdays without authorized leave shall be deemed to have voluntarily resigned their position and employment without notice. Where extenuating circumstances are found to have existed, however, such absence may be covered by the Mayor, or designee, by subsequent grant of leave with or without pay as the circumstances dictate.

B. ANNUAL VACATION LEAVE.

1. Each permanent, Non-Exempt full-time employee shall receive annual vacation leave. Vacation is earned on forty (40) hour weeks. The rates are as follows:
 - a. For one (1) month to one (1) years of service, forty (40) hours of annual vacation leave shall accrue at the rate of 1.54 hours per pay period.
 - b. From one (1) year to five (5) years of service, eighty (80) hours of annual vacation leave shall accrue at the rate 3.08 hours per pay period.
 - c. From five (5) to (8) years of service, one hundred twenty (120) hours of annual vacation leave shall accrue at the rate of 4.62 hours per pay period.
 - d. For over eight (8) years of service , one hundred sixty (160) hours of annual leave shall accrue at the rate of 6.15 hours per pay period
 - e. Total hours below the required 30 hour minimum for full-time employee's shall use (if available) vacation to bring the hours to the 30 hour minimum requirement. (see Employment Classification requirements)
2. Each permanent, EXEMPT full-time employee shall receive annual vacation leave. Vacation is earned on forty (40) hour weeks. The rates are as follows:
 - a. For one (1) month to one (1) years of service, eighty (80) Hours of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.
 - b. From one (1) year to five (5) years of service, one hundred twenty (120) hours

of annual vacation leave shall accrue at the rate of 4.62 hours per pay period.

c. For over five (5) years of service, one hundred sixty (160) hours of annual vacation leave shall accrue at the rate of 6.15 hours per pay period.

3. An employee who is separated from employment may be compensated up to 80 hours of accrued annual vacation leave. Any other accrued leave hours must be used prior to separation of employment or are forfeited.
4. The end of year maximum carryover for vacation leave is 120 hours. Balances may exceed 120 hours during the year but on January 1st any accrued vacation above 120 hours is forfeited. As a one-time transition provision, employees with more than 120 hours on January 1, 2026 may receive a payout on hours above the 120 hour limit. This is not a long standing benefit, but available only for the initial transition period from the date this policy passes until March 31st, 2026.
5. All annual vacation leave requests should be submitted in advance of the desired time off to the Mayor, or designee. If an excessive (being the number of requests if granted that would render the department or organization ineffective) number of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Mayor, or designee.
6. A workday is based on ten (10) hours. .
7. Official annual vacation leave records will be maintained by the payroll clerk using the payroll software. If an employee finds a discrepancy they should immediately contact the payroll clerk and provide them with all relevant documentation to substantiate the claim. and kept current by posting at least annually by the Mayor, or designee.
8. Vacation usage will be reported by the employee on their timesheet and approved by their supervisor. Exempt employees will report vacation usage to the payroll clerk via email or hour certification reporting.

A. BEREAVEMENT LEAVE

1. The town will grant full-time employees up to 3 days (30 hours) of paid leave in the event of death of the employees spouse, child, parent, sibling, grandparent, grandchildren, mother-in-law, father-in-law, brother or sister in-law, son or daughter in-law, or another relative that has been living in the employee's residence. Employees may use vacation or compensatory time to supplement bereavement leave or to attend funerals of other family members. Requests for bereavement leave shall be made as soon as possible to the Mayor or designee.

B. HOLIDAY LEAVE.

- Full time employees receive to 14 paid holidays as follows:
 - One paid holiday per year is classified as a "Floating Holiday" and may be taken anytime during the year at the discretion of the employee with approval from the mayor or designee.
 - New Year's Day.....January 1st
 - Birthday of Martin Luther King, Jr.....3rd Monday in January
 - President's Day.....3rd Monday in February

- Memorial Day.....Last Monday in May
- Independence Day.....July 4th
- Pioneer Day.....July 24th
- Labor Day.....1st Monday in September
- Columbus Day.....2nd Monday in October
- Veteran's DayNovember 11th
- Thanksgiving.....4th Thursday in November
- Christmas Eve.....December 24th
- New Years Eve.....December 31st
- Christmas Day.....December 25th
- If any of the above holidays fall on Friday or Saturday, then the preceding Thursday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.

E. SICK LEAVE

1. Full-time employees are eligible for 30 hours of paid sick leave annually. Sick leave is credited at the beginning of each calendar year and must be used by December 31 of that same year. Unused sick leave does not roll over to the following year and cannot be accrued.
 - a. Sick leave may be utilized exclusively for illness or preventive care appointments for the employee or minor children belonging to the employee. If sick leave is to be used for preventive care the employee shall notify the employer in advance by filling out a time-off request form.
 - b. Any sick leave beyond the 30 hours will come from the employees accrued annual vacation leave.
 - c. Sick leave is not available for pay-out on termination or resignation.
 - d. The employee shall notify their supervisor as soon as possible when sick leave will be utilized.
 - e. Sick leave is not available to increase paid hours above 40 hours per week.

AFTER AMENDMENT

Leave

A. ABSENT WITHOUT LEAVE.

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 - d. For over eight (8) years of service , one hundred sixty (160) hours of annual leave shall accrue at the rate of 6.15 hours per pay period
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email or hour certification reporting.

9. Due to the nature and responsibilities of exempt positions, exempt employees may request a payout of up to eighty (80) hours of accrued vacation leave once per calendar year. This benefit is subject to the availability of budgeted funds and is not guaranteed from year to year. The Town shall determine annually whether vacation leave payouts will be offered and may defer, limit, or elect not to provide payouts due to budgetary constraints or other financial considerations.

a. This cannot be combined with the 120 hour leave payout option available upon termination of employment.

b. Is available at the employees current standard rate of pay only.

c. The employee must maintain a minimum balance of forty (40) hours of accrued vacation leave after the payout to ensure adequate leave remains available for future vacation and time away from work.

10.

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PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Mike Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____
Council Member	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Town Clerk, Apple Valley

Michael Farrar, Mayor, Apple Valley