



# TOWN COUNCIL COMMUNICATION

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**DATE** November 21, 2023

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Chapter 5, "Leave" by removing Subsection 5.01 E, Holiday Pay accumulation; approving the payout of Holiday Pay accumulation; and providing an effective date.

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## **SUMMARY:**

The current policy allows employees to bank up to 88 Holiday Hours, thus creating a liability for the Town to carry. With the small number of employees, it is difficult for employees to use their vacation time without having the burden to use Holiday time as well. The current policy also makes it difficult to complete the payroll process when a Holiday occurs.

Staff proposes removing the accumulation of Holiday Pay and paying Staff for the Holiday during the pay period that covers the Holiday.

Benefits to removing the accumulation of Holiday Pay includes:

- Every employee will receive Holiday Pay at the Holiday,
- Eliminates liability of having Holiday time banked, and
- The payroll process will be easier to calculate and complete.

## **FISCAL INFORMATION:**

Current Holiday Pay Liability is \$7,225.34.

## **RECOMMENDED MOTION OR ACTION:**

Staff recommends approving the Resolution amending the Personnel and Administrative Regulations Manual (PARM), Chapter 5, "Leave" by removing Subsection 5.01 E, holiday accumulation, and approve the payout of accumulated Holiday Pay, effective Sunday, November 19, 2023, the start of the current pay period.

## **ATTACHMENTS:**

- Resolution approving PARM changes
- PARM Chapter 5, Section 5.01 with the removal of Subsection E