

**RESOLUTION NO. 25-23**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF CAMDEN, ARKANSAS,  
AMENDING RESOLUTION 7-17 AND THE  
PERSONNEL POLICIES AND PROCEDURES  
MANUAL.**

**WHEREAS**, the City of Camden has a vital interest in providing for the safety and well-being of all employees and the public and maintaining efficiency and productivity in all of its operations; and

**WHEREAS**, the most recent Personnel Policies and Procedures Manual was adopted by the City Council in Resolution Number 7-17; and

**WHEREAS**, the subject of "Vacation Leave" is explained in pages 117-119 of the Manual; and

**WHEREAS**, Section 2 of Vacation Leave (page 118) provides that "All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31<sup>st</sup> of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy."; and

**WHEREAS**, Section 7 of Vacation Leave (page 118) provides in part that "The time at which an employee may take his or her vacation shall be determined by the Department Head with due regard for the wishes of the employees and particular regard for the needs of the City."; and

**WHEREAS**, "Cancellation of Leave" (page 119) provides that "The Mayor may cancel any Leave of Absence, except Military Leave, for just cause at any time upon prior written notice to the employee specifying a reasonable date for returning to work. This includes Vacation Leave."

**WHEREAS**, the City Council desires to amend the Personnel Policies and Procedures Manual; and

**WHEREAS**, the City desires to provide employees with an additional six (6) months to use Vacation Leave if the employee has not been afforded an opportunity to use Vacation Leave.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

**SECTION 1.** A new sentence is inserted at the end of the first paragraph in Section 6 of Vacation Leave at page 118 of the Manual so that it reads as follows:

“6. All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31<sup>st</sup> of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy. Provided, however, that if the employee has been denied a request for Vacation Leave, the employee shall be afforded an additional six (6) months in which to utilize the Vacation Leave. In such instance, the employee must provide a written request for the extension prior to December 31<sup>st</sup> approved by the department head confirming that the employee was not afforded an opportunity to use the Vacation Leave.”

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**City Clerk**