

**Ordinance  
of the  
City of Cartersville, Georgia  
Ordinance No.**

**NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, Georgia, that the Code of Ordinances City of Cartersville, Georgia CHAPTER 16 PERSONNEL. ARTICLE II. Employee Benefits. Section 16.29 Annual Leave is hereby amended by deleting said section in its entirety and replacing it as follows:**

**1.**

**Section 16-29. Annual Leave.**

- (a.) Regular full-time employees shall accrue annual leave based on actual hours worked beginning on the first day of employment. Note that new full-time employees accrue annual leave from their first date of employment but are not eligible for annual leave until they have completed their new hire probationary period of ninety (90) days. Actual hours worked is defined as vacation and sick time hours previously earned and taken by the employee and regular hours worked up to the normal 40-hour work week for a 2,080 employee and adjusted accordingly for police and fire personnel based on annual hours worked.
- (b.) All regular full-time employees shall accrue annual leave based on the following schedule:

<b>Annual Hours Earned based on Hours Worked</b>				
Annual Hours Worked	Beginning On Date Of Hire	Beginning with Sixth Year Of Employment	Beginning with Eleventh Year Of Employment	Beginning with Fifteenth Year Of Employment
2,080	80	120	160	200
2,223	94.05	136.8	179.55	222.3
2,912	123.2	179.2	235.2	291.2

- (c.) Employees are urged to take annual leave within the calendar year in which they are earned; however, employees are allowed to carry over up to up to five (5) weeks of annual leave into the next calendar year.
- (d.) No employee shall receive pay in lieu of annual leave, unless approved by the city manager.
- (e.) When an employee is separated from their city employment, such employee shall be paid for all unused annual leave (maximum of 5 weeks) at their current hourly rate of pay.

**2.**

**The effective date for this ordinance is October 29, 2022.**

**BE IT AND IT IS HEREBY ORDAINED.**

**ADOPTED this the 6<sup>th</sup> day of October 2022. First Reading.**

**ADOPTED this the 20<sup>th</sup> day of October 2022. Second Reading.**

*/s/* \_\_\_\_\_  
**Matthew J. Santini**  
**Mayor**

**ATTEST:**

*/s/* \_\_\_\_\_  
**Julia Drake**  
**City Clerk**