

## **AN ORDINANCE**

### **AN ORDINANCE TO AMEND THE CITY OF DACULA PERSONNEL MANUAL, TO UPDATE VACATION LEAVE; AND FOR OTHER PURPOSES.**

WHEREAS, the City has reviewed its policies and procedures for employees' vacation leave; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the City of Dacula to amend the Personnel Manual to update the vacation leave policy;

NOW THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DACULA HEREBY ORDAINS that the City Personnel Manual be amended as follows:

#### **SECTION 1.**

The existing Subsection 6.9(1) is deleted, and the following is substituted in its place:

1. Full-time employees must have 90 days of continuous service before any vacation leave is allowed. After 90 days of continuous service, full-time employees will be allowed 5 days of vacation leave per calendar year; after 1 year of continuous service, full-time employees will be allowed 10 days of vacation leave per calendar year; after 7 years of continuous service full-time employees will be allowed 15 days of vacation leave per calendar year, and after 15 years of continuous service full-time employees will be allowed 20 days of vacation leave per calendar year.

Vacation leave must be used during the year in which it is accrued. No accumulation of vacation leave will be allowed. All accumulated but unused vacation will be paid at the end of the calendar year.

#### **SECTION 2.**

In the event any Court of competent jurisdiction determines that any portion of the foregoing amendment is invalid, unconstitutional or otherwise illegal, such rulings shall not impair the validity of the rest and remainder of this amendment.

#### **SECTION 3.**

All laws and parts of laws in conflict with this Ordinance are hereby repealed.

#### **SECTION 4.**

The City Administrator, Assistant City Administrator, and Director of Planning and Economic Development are further authorized to correct typographical errors in the text of

the existing Personnel Manual and to produce and publish a final codified version of the Manual with the amendments and revisions outlined herein.

SECTION 5.

This Ordinance shall take effect January 1, 2023 upon its adoption by the Mayor and City Council.

SO ORDAINED by the governing authority of the City of Dacula, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

AYES: \_\_\_\_

NAYES: \_\_\_\_

\_\_\_\_\_  
HUGH D. KING, III  
MAYOR, CITY OF DACULA

ATTEST:

\_\_\_\_\_  
HEATHER COGGINS  
ACTING CITY ADMINISTRATOR