

City of Dillingham Action Memorandum

Agenda of: October 13, 2022

Action Memorandum No. 2022-10

Subject:

Authorize administrative leave for Christmas and New Year's Holiday

City Manager: Recommend Approval

Signature: _____



Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

In appreciation to the City's staff, the City Council has approved administrative leave over the Christmas and New Year's Holiday. Administrative leave is for straight time only. For 2022, the City administration has proposed administrative leave for Friday December 23, 2022 and Monday January 2, 2023. We would truly appreciate the Council's consideration for this proposal.

Administrative days will be distributed in the following manner:

Regular full time = eight hours each admin. day

Regular part time = prorated on hours currently approved

Temporary working a regular schedule = prorated on average hours worked

Those positions that are essential and unable to use the administrative leave on the days noted will have the opportunity to utilize these days on or before February 6, 2022, as approved by their supervisor.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on October 13, 2022.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	