

RESOLUTION NO. 45-26

A RESOLUTION AMENDING THE CITY OF DYERSVILLE EMPLOYEE POLICY HANDBOOK TO ESTABLISH A PERSONAL LEAVE POLICY UNDER SECTION 12.8, AND REMOVE CASUAL DAYS FROM SECTION 11.1(b), EFFECTIVE JANUARY 1, 2027

WHEREAS, the City of Dyersville Employee Policy Handbook currently provides under Section 11.1(b) that employees may use up to two (2) “casual days” per year, with such days deducted from the employee’s accrued sick leave balance; and,

WHEREAS, deducting casual days from sick leave has caused confusion and frustration among employees, who reasonably view sick leave as a benefit reserved for illness, injury, and related medical needs; and,

WHEREAS, the Public Safety Committee has reviewed the current policy and recommends that the City remove casual days from Section 11.1(b) and establish a separate Personal Leave policy under a new Section 12.8 of the Employee Policy Handbook; and,

WHEREAS, creating a stand-alone Personal Leave policy gives full-time employees flexibility for personal time off without reducing sick leave accrual; and.

WHEREAS, the City Council finds that this amendment is in the best interest of the City and its employees; and,

WHEREAS, to eliminate any continuing confusion, the City Council further finds that the term “casual day” should be removed from the Employee Policy Handbook in its entirety and replaced with the new Personal Leave policy set forth below; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DYERSVILLE, IOWA, AS FOLLOWS:

SECTION 1. Removal of Casual Days from Section 11.1(b). Effective January 1, 2027, all references to “casual days” are removed from Section 11.1(b) of the Employee Policy Handbook. The sentence providing that casual days are deducted from sick leave is repealed. Sick leave shall be available solely for the purposes set forth in Section 11.1 of the Handbook.

SECTION 2. New Personal Leave Policy – Section 12.8. Effective January 1, 2027, the Employee Policy Handbook is amended to add a new Section 12.8, “Personal Leave,” as follows:

- a. **Eligibility and Allotment.** Each full-time employee shall be granted two (2) days of Personal Leave per calendar year. Personal Leave is paid time off for personal matters. Personal Leave is granted on January 1 of each year.
- b. **Separation from Sick Leave.** Personal Leave is entirely separate from sick leave. Use of Personal Leave shall not be deducted from an employee's sick leave balance and shall not affect sick leave accrual.
- c. **Scheduling and Approval.** Personal Leave should be scheduled and approved in advance by the employee's supervisor whenever practicable, in the same manner as a vacation request. Approval is subject to departmental operational needs.
- d. **No Carryover or Payout.** Personal Leave does not accumulate from year to year. Any unused Personal Leave at the end of a calendar year is forfeited. Personal Leave has no cash value and shall not be paid out at year-end or upon separation of employment.
- e. **Overtime Calculation.** Hours taken as Personal Leave are paid time off and shall not count as "hours worked" for purposes of overtime calculation under the Fair Labor Standards Act or City policy.

SECTION 3. Administrative Implementation. The City Administrator and the City Clerk are authorized and directed to take all steps necessary to implement this resolution, including updating the published Employee Policy Handbook, renumbering sections as needed, adjusting payroll and timekeeping records to track Personal Leave separately from sick leave, and providing notice of the change to all City employees prior to the effective date.

SECTION 4. Conflicting Provisions. Any prior resolution or Handbook provision in conflict with this resolution is hereby repealed to the extent of the conflict.

SECTION 5. Effective Date. This resolution shall be effective upon its passage and approval. The Personal Leave policy established in Section 2 of this Resolution, and the removal of casual days under Section 1 of this Resolution, shall take effect January 1, 2027, and shall govern all Personal Leave granted on or after that date.

PASSED AND APPROVED this ____ day of _____, 2026.

Jeff Jacque, Mayor

ATTEST:

Tricia L. Maiers, City Clerk