



**City of Dyersville**  
City Administrator's Office

May 1, 2026

Mayor Jeff Jacque, and City Council Members  
City of Dyersville  
340 1<sup>st</sup> Avenue East  
Dyersville, Iowa 52040

RE: Resolution Amending the City of Dyersville Employee Policy Handbook—Establishing Personal Leave (Section 12.8) and Removing Casual Days from Section 11.1(b)

Dear Mayor Jacque, and City Council Members:

The Employee Policy Handbook currently allows each employee up to two casual days per year. Under Section 11.1(b), casual days are deducted from the employee's sick leave balance. In other words, when an employee takes a casual day, that time is deducted from the same bank that would otherwise be used for illness or injury (sick leave).

The Public Safety Committee has heard from employees who view this arrangement as confusing and unfair. Sick leave is generally understood to provide protection against illness, injury, and medical needs. Drawing personal time from the same bank discourages employees from using casual days and can create the impression that the City is reducing a medical benefit when employees take time for personal matters. The Committee asked staff to bring forward an amendment that separates the two benefits.

The proposed amendment does two things. First, it removes casual days from Section 11.1(b) entirely, restoring sick leave as a single-purpose benefit reserved for medical use. Second, it creates a new Section 12.8, "Personal Leave," which grants each full-time employee two paid days per year for personal matters. The new policy uses the term "Personal Leave" rather than "casual day" to eliminate any lingering confusion between the two benefits.



Personal Leave under the proposed policy would be granted on January 1 each year, prorated for new full-time hires after that date. It would be scheduled in advance with Department Head approval, similar to a vacation request, and subject to departmental operational needs. Personal Leave would not carry over from year to year, have no cash value at separation, and would not count as hours worked for overtime calculations. These features keep the benefit predictable and easy to administer.

I recommend that the Council adopt the proposed resolution. It addresses a legitimate employee concern, aligns the Handbook with widely accepted municipal personnel practices, eliminates a recurring source of confusion, and poses minimal fiscal risk. Setting an effective date of January 1, 2027, gives staff sufficient time to update the Handbook, adjust payroll and timekeeping systems, and notify employees in an orderly manner.

If you have any questions, please feel free to contact me.

Respectfully submitted,

Mick J. Michel,  
City Administrator

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