

vehicles will be the recommended mode of travel, but if the use of a private automobile is approved, the City will pay the mileage reimbursement rate not to exceed IRS standards. A mileage check will be issued after a completed travel expense report has been approved if a personal vehicle has been used for business travel.

Expenses will be allowed for adequate lodging. Receipts for lodging must be provided to obtain reimbursement. Lodging expenses above GSA or event contracted rates will be at employees expense. Proof of contracted rates must be provided with receipts.

Expenses for meals will be reimbursed at a rate not to exceed IRS standards per day. A per diem check will be issued after a completed travel expense report has been approved. In lieu of the IRS standard rate, and with prior approval by the Department Head, actual meal expenses may be reimbursed when documented with receipts.

Employees and City officials are expected to show good judgment about travel expenses and have proper regard for economy in conducting business away from the City.

Reimbursement is the act of compensating someone for out of pocket expenses via a check written out of the City's checking account.

SECTION 7. Civic Leave

Employees required to render jury service or court service shall receive regular pay during this period. All qualified employees entitled to vote in national, state, county, or municipal elections shall be allowed time off with pay to exercise this privilege when necessary.

SECTION 8. Holidays

The following holidays are observed by the City of Eden:

1. New Years Day
2. Martin Luther King's Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day and the Friday after
11. Christmas Day plus one day before or after, depending on how Christmas falls

All regular full-time employees will receive eight (8) hours pay their regular rate of pay for the holidays listed above, provided the employee works