



CITY OF  
**FORESTPARK**

# City Council Agenda Item

---

**Subject:** Council Approval of Revised Resignation and Paid Leave Policy – Executive Offices

**Submitted By:** City Manager

**Date Submitted:** July 12, 2023

**Work Session Date:** July 17, 2023

**Council Meeting Date:** July 17, 2023

---

## Background/History:

It is proposed that the City's resignation and paid leave policy be revised to address the issue of employees abusing the process by tendering their resignation and immediately utilizing their paid sick or personal leave for the remainder of the service. This practice has resulted in significant disruptions in City operations and prevents the orderly transfer of duties and functions from the separating employee to other employees.

Under the revised rule, employees would have to tender their resignations at least 10 days in advance and would not be permitted to use their personal leave during this period. They may use their sick leave only if they present a certification from a licensed health care provider stating that they are under the provider's care or treatment for the days in question and that it was the provider's recommendation that the employee remain home from work for that period.

---

**Cost:** \$ N/A

**Budgeted for:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Financial Impact:**

---

## **Action Requested from Council:**

Approval of the policy.