

RESOLUTION NO. _____

A RESOLUTION TO CLARIFY THE USAGE OF PAID LEAVE UPON RESIGNATION FROM EMPLOYMENT WITH THE CITY

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 3.19 of the City Charter provides that the “city council shall adopt rules and regulations consistent with this charter concerning: (i) the method of employee selection and probationary periods of employment; (ii) the administration of the position classification and pay plan, methods of promotion and application of service ratings thereto, and transfer of employees within the classification plan; (iii) hours of work, vacation, sick leave, and other leaves of absence, overtime pay, and the order and manner in which layoffs shall be effected; (iv) such dismissal hearings as due process may require; and (v) such other personnel notices as may be necessary to provide for adequate and systematic handling of personnel affairs.”;

WHEREAS, the City Council last updated its Employee Policy and Procedure Manual in July 2022 (the “Employee Manual”); and

WHEREAS, the City Council wishes to clarify that the circumstances under which paid leave may be used after a resignation has been tendered by an employee;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Approval. Rule X, Section 2 of the Employee Manual is hereby amended to read as follows:

“SECTION 2. RESIGNATION

An employee wishing to resign from employment by the City shall submit to Department Head written notice of resignation at least ten (10) days in advance of the date of the resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the Human Resources Director. It shall not be permissible to utilize sick leave or personal leave during the ten (10) day period following the resignation notice; provided, however, sick leave may be utilized if the employee presents a certification from a licensed health care provider stating that the employee was 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. In addition, the employee shall not be eligible to accrue any additional leave upon receipt of the resignation. Any full-time or part-time regular employee leaving the service in good standing will be compensated for any unused personal or compensatory leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a

right, and it is subject to the normal Probationary Period. Notwithstanding anything to the contrary herein, an employee who fails to comply with the provisions of this policy shall be deemed to resign in bad standing and shall be ineligible to receive compensation for any unused personal or compensatory leave accrued.”

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

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SO RESOLVED this 17th day of July, 2023.

Mayor Angelyne Butler

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney