



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Resolution to Provide for Leave Eligibility after Three (3) Months of Employment

Submitted By: Shalonda Brown

Date Submitted: October 31, 2023

Work Session Date: November 6, 2023

Council Meeting Date: November 6, 2023

Background/History:

It is proposed that the City amend the Employee Policy and Procedure Manual to grant employees eligibility to use annual and sick leave after three months of employment with the City.

Currently, employees are only eligible to utilize annual and sick leave after their six-month probationary period. Under this change, employees will be able to utilize 3 days of accrued annual leave and 3 days of accrued sick leave after they have successfully been employed for three months.

The resolution would not change the probationary period, leave accrual rules or any other aspect of the Employee Policy and Procedure Manual.

Cost: \$ 0

Budgeted for: Yes No

Financial Impact: N/A

Action Requested from Council:

Approval of the resolution.