

ORDINANCE NO. 2025-354

**AN ORDINANCE TO AMEND POLICY 11: ATTENDANCE AND LEAVE OF THE
CITY OF MADISON PERSONNEL POLICIES AND PROCEDURES**

WHEREAS, the City Council has previously adopted the *City of Madison Personnel Policies and Procedures* and last amended Policy 11: Attendance and Leave (“Policy 11”) on February 10, 2025; and

WHEREAS, the City of Madison Human Resources Department has recommended certain changes to Policy 11, which are summarized as follows: *Define compressed schedule, add clarification that all full time employees must work 40-hours a week while explaining the exemption for firefighters and police officers comes directly from federal law, clarify that attendance and punctuality are required by employees, clean up the leave codes, clarify that employees voluntarily separating from the City may not use sick leave to cover their last 2 weeks, nor will they be given sick leave back if sick leave is donated at time of separation, change the requirement that an employee must work the day before AND after a holiday to receive pay to only need compensable time before OR after the holiday and clarify the types of leave that qualify as compensable time, add holiday policy for essential personnel and adjust floating holidays to be consistent across all departments, and provide guidance for using LWOP excused and set guidelines for the amount of time to be used following FMLA standards; and*

WHEREAS, the City Council’s Human Resources Committee has approved and recommended the above-described amendments to the full City Council, and the City Council desires to amend said Policy 11 in the manner set forth in the attached documents;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of Madison, Alabama that *Section 11, Attendance and Leave Policy, of the City of Madison Personnel Policies and Procedures* is hereby repealed and replaced in its entirety with the amended policy attached to this Ordinance. This Ordinance shall become effective upon adoption and publication as required by law.

READ, PASSED, and ADOPTED this _____ day of _____ 2025.

John D. Seifert, II, Council President
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this _____ day of _____ 2025.

Paul Finley, Mayor
City of Madison, Alabama