



**MEETING DATE:** January 27, 2026  
**PRESENTED BY:** Noemi Munguia, Human Resources Director  
**AGENDA ITEM:** Ordinance #\_\_\_\_\_ Amending Personnel Policy Manual Policy 500.02 Holidays and 500.06 Vacation - Munguia

**NATURE OF REQUEST:**

In reviewing the City’s Personnel Policy Manual, staff is proposing a revision to the Holidays and Vacation policy. The proposed changes are as follows:

- Policy 500.02 Holidays: Add ½ day for Day Before Thanksgiving
- Policy 500.06 Vacation: Re-add the advance use of leave.

The proposed ordinance would amend and restate the PPM effective January 27, 2026. Staff reviewed said revisions and concur with the recommendation to approve said policy revisions. Staff recommend approval of the proposed revisions for Policy 500.02 Holidays and Policy 500.06 Vacation.

**BUGETED:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Executive and Finance

**Advisory Board Recommendation:** N/A

**City Manager’s Recommendation:** Approval

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_