

RESOLUTION R20-12-23

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF EL MIRAGE, ARIZONA AMENDING THE CITY OF EL MIRAGE PERSONNEL POLICY MANUAL DATED JULY 10, 2008.

BE IT RESOLVED by the Mayor and Council of the City of El Mirage as follows:

That the City of El Mirage Personnel Policy Manual dated July 10, 2008, Section 3.21 Vacation Leave Payout is amended as follows:

3.21. Vacation Leave Payout

Eligible employees are permitted on a voluntary basis to exchange up to eighty hours of accrued vacation for compensation at their regular rate of pay. A minimum of forty hours must remain in the employee's vacation leave balance. Employees in the first twelve months of employment are ineligible to receive vacation leave payout.

To request a vacation leave payout, an employee must submit the designated election form to the Human Resources Department before the end of December in the year prior to the year the payout will be paid. The written election is irrevocable. Vacation leave payout is paid the second pay date in June.

Example: An eligible employee would like to request 80 hours of vacation leave payout in calendar year 2021. He/she must submit the vacation leave payout election form to the Human Resources Department before the end of December 2020. The employee will receive his/her vacation leave payout on the second pay date in June 2021.

The City Manager may deny a vacation leave payout in the City Manager's sole discretion.

PASSED AND ADOPTED by the Mayor and Council of the City of El Mirage, Arizona, this 1st day of December 2020.

Alexis Hermosillo, Mayor

ATTEST:

APPROVED AS TO FORM:

Sharon Antes, City Clerk

Justin Pierce, City Attorney