

Repealed by 2776
Repealed by 3463

ORDINANCE NO. 2175

AN ORDINANCE REGULATING VACATIONS AND APPROVED LEAVE, SICK LEAVE, OVERTIME, HOLIDAYS, UNAUTHORIZED LEAVE AND OFF-THE-JOB ACTIVITIES, AND DECLARING AN EMERGENCY.

THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1. Vacation and approved leave. All monthly employees of the City of Albany will be entitled to a two-calendar week vacation each full twelve months, dating from the date of their employment. The vacation period may be taken at one time or it may be taken several days at a time, if it so fits the work program of the department affected. In any event the vacation time is to be determined by the department head and the City Manager. Any earned vacation must be taken within six months after earned vacation period, or earned vacation must be forfeited.

(a) Vacations are considered to be an asset for the employee and it is given by the City in order to permit the employee to rest from his routine duties and return to work relaxed, with a fresh outlook. Therefore, it is not permitted to pay an employee for vacation time unless the vacation is actually taken. No employee can work for the City in the place of another employee of the City while said employee is receiving pay for a vacation period.

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BARNETT, & CARRICK
To Delete This Section

~~(b) Vacations for employees working on a daily wage basis will be given one week vacation with pay after he has put in one year of service.~~

(c) All vacation schedules are to be prepared by the responsible department head in such manner that departmental functions will not be interfered with too much and also to suit the convenience of the employee when possible.

(d) Vacations may be accrued only in times of emergency. Such requests must be presented in writing by the department head to the City Manager. Approval of such request by the City Manager will be in writing for future reference; such approved request will be entered into the personnel records.

(e) Upon voluntary severance from the service of the City, an employee is not entitled to receive payment for any unused vacation accumulation.

Section 2. Sick Leave. All employees after completing their six months' probationary period, are entitled to one working day of sick leave for each month worked. Earned sick leave is computed on a continuous basis and may be accumulated to a maximum of thirty (30) days. In the event of an extended illness for an employee of long tenure who has not had to use his sick leave, may appeal to the City Manager for an extension beyond the maximum thirty (30) days' accumulation allowed. In such cases the City Manager will present a complete report compiled from the employee's personnel record and present to the City Council at the time of the request.

(a) If an employee is absent because of illness, he is required to notify the department head or his immediate superior of such illness by the start of shift time. The department head may require proof of sickness by a doctor's statement or by personal visit. All absences due to sickness must be reported to the department head before the end of each payroll period. All sick leave absences must be recorded on the employee's personnel record. Violations of sick leave privileges will result in disciplinary action and loss of pay. Upon severance from the service of the City, an employee is not entitled to receive payment for any unused sick leave accumulation.

Section 3. Leave of absence without pay. Leave without pay may be granted any employee of the City if such leave is requested by the employee. Instances in which leave without pay is justified are:

1. Illness where accumulated sick leave has been used.
2. An extension of time on a vacation if, in the opinion of the department head, additional time can be allowed without detriment to the service of the department.

Leaves of absence without pay should not exceed thirty (30) days' duration.

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Section 4. Leave of Absence with Pay. Special leave with pay may be granted by the appointing authorities or the City Manager for employees to attend professional conferences and meetings or to visit other cities in the interest of the City, where authorized by the appointing authorities or for other justifiable reasons approved by the City Manager, not to exceed fifteen (15) days.

Section 5. Injury Leave. Employees of the City of Albany are protected by State Industrial Accident Insurance. When an employee is injured in the performance of his duties, the employee receives compensation benefits from the State Industrial Accident Insurance.

(a) Procedure in the event of injury. A report should be made to the employee's immediate supervisor who will complete an injury form provided by the City Recorder. Reports of injury are mandatory for eligibility to receive benefits. When the employee returns to work, report of such return is made to the City Recorder.

Section 6. Unauthorized leave. Any leave of absence from work taken upon the initiative of any City employee without prior authorization from the department head or the City Manager will be a basis for immediate dismissal when such leave is found to be unwarranted or detrimental to the municipal service.

Section 7. Off-the-job Activities. During the employee's work day he is expected to devote his full time in the performance of his assigned duties as a City employee. Any outside work or part-time job, hobbies, or personal business must be performed on the employee's own time with the limitation that such outside activities must not interfere in any manner with his performance, efficiency or alertness in executing his work and responsibilities on the City job.

Section 8. Overtime. The City will not pay extra compensation for overtime work, except in unusual situations where an emergency exists or is deemed necessary to work on an official holiday. In most instances it will be feasible to compensate for overtime with time off during slack periods. Any payment for overtime will be made at full time rate only.

Section 9. Holidays. Holidays observed by the City of Albany are those set forth by State law. If a holiday occurs during an employee's vacation, such holiday is considered to be a part of the vacation and no extra day will be allowed. Holidays other than the above may be granted only by specific approval of the City Council. In those instances where it is necessary for employees to work on authorized holidays, such work may be construed as overtime and shall be compensated by time off, as provided in Section 8. This section does not affect the regular firemen or policemen as to holidays and does not apply to the personnel of the Police and Fire Departments.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. Emergency. Whereas the peace, health and safety of the people of the City of Albany required that this ordinance shall become immediately effective, therefore an emergency is hereby declared to exist and this ordinance shall become in full force and effect immediately upon its final passage by the council and approval by the Mayor.

Passed by council May 10, 1950

Approved by Mayor May 10, 1950

Jess W. Swaney (Mayor)

Attest:

E. J. Fenton
City Recorder