

## MUNICIPAL ORDER 23-03

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A Municipal Order of the City of Cold Spring, in Campbell County, amending the City of Cold Spring personnel policies regarding vacation leave.

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### Section 1.0 Personnel Policies

By Ordinance 19-1053, the City of Cold Spring adopted Personnel Policies for the City of Cold Spring and provided for subsequent amendments thereto through Municipal Order. The City of Cold Spring authorizes the following amendments, including additions, as set forth in underlined text and deletions, with said text struck through:

Personnel Policies  
Chapter 14  
Attendance and Leave  
Section 4 -- Vacation Leave

- (A) General -- Vacations are for the purpose of rejuvenating both physical and mental faculties, and all workers are urged to avail themselves of vacation periods. Vacation time off must be approved in advance by the immediate supervisor and may be used within the current fiscal year (July 1 – June 30).

Unused earned vacation will be paid upon termination.

- (B) Eligibility -- All exempt and full-time workers and permanent part-time workers in the city's service are entitled to earn and accrue annual (vacation) leave starting 30 days after start date. Part-time workers will receive a pro rata vacation leave. Provisional workers are not eligible for annual leave.

- (C) Rate of Leave Accrual -- ~~Full-time workers in the city's service accrue annual leave at the following rate:~~ Full time workers receive vacation leave at the following rate beginning July 1<sup>st</sup> of each year

~~Employees hired in the 1<sup>st</sup> half of the fiscal year receive 40 hours that fiscal year after six months of service. Those hired in the 2<sup>nd</sup> half of the fiscal year accrue no vacation that fiscal year~~

~~On & after 1st Anniversary and up to the 3rd Anniversary: 80 hours~~  
On July 1<sup>st</sup> following your 1<sup>st</sup> Anniversary up to the 3<sup>rd</sup> Anniversary

~~On & after 3<sup>rd</sup> Anniversary and up to the 4<sup>th</sup> Anniversary: 88 hours~~  
On July 1<sup>st</sup> following your 3<sup>rd</sup> Anniversary up to the 4<sup>th</sup> Anniversary

~~On & after 4<sup>th</sup> Anniversary and up to the 5<sup>th</sup> Anniversary: 96 hours~~  
On July 1<sup>st</sup> following your 4<sup>th</sup> Anniversary up to the 5<sup>th</sup> Anniversary

~~On & after 5<sup>th</sup> Anniversary and up to the 10<sup>th</sup> Anniversary: 120 hours~~  
On July 1<sup>st</sup> following your 5<sup>th</sup> Anniversary up to the 10<sup>th</sup> Anniversary

~~On & after 10<sup>th</sup> Anniversary: 160 hours~~  
On July 1<sup>st</sup> following your 10<sup>th</sup> Anniversary

Standard Accrual

2080 Hours – Full time employment = 80 hours Vacation

1040 Hours – Part time employment = 40 hours Vacation

520 Hours – Part time employment = 20 hours Vacation

Note: Permanent part-time worker's vacation week is determined by their schedule hours per week (as defined).

All accrued vacation must be paid at termination. For part time workers accrued vacation time is only for the current year.

Workers can carry over up to forty (40) hours, one (1) week of the accrual of vacation time earned in one year to the next year with mayor or department head approval. Only the amount accrued in one year can be carried to the next. Workers can carrying up to one (1) week over and can surrender up to forty (40) hours for payment. Any time accumulated beyond the maximum of eighty (80) hours will be forfeited.

- (D) Requests for Leave – A request for vacation leave is submitted to the immediate supervisor, who must forward the request to the Department Head. Leave may be taken only with approval by the Mayor, so that, insofar as practicable, the city can function without hiring provisional help. Under usual circumstances, approval must be granted prior to taking annual leave.
- (E) Record -- The annual leave record for each worker shall be kept by the City Administrator and is considered official. The City Administrator will inform workers of annual leave hours accrued.

That upon adoption of this Municipal Order the City of Cold Spring Personnel Policies shall be Amended in accordance herewith.

**Section 2.0 Severability**

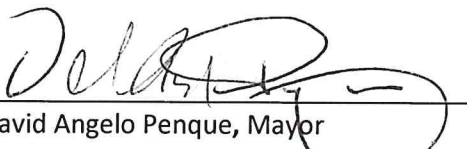
The provisions of this Municipal Order are severable; and the invalidity of any provision of this municipal order shall not affect the validity of any other provision thereof; and such other provisions shall remain in full force and effect as long as they remain valid in the absence of those provisions determined to be invalid.

**Section 3.0 Repeal of Conflicting Provisions**

All Municipal Orders or parts of Municipal Orders in conflict with the provisions of this Municipal Order are hereby repealed to the extent of such conflict.

**Section 4.0 Effective Date**

This Municipal Order shall be effective as soon as possible according to law.

  
David Angelo Penque, Mayor

Date: 6/12/23

  
Robin Morency, City Clerk

City of Cold Spring Council

5 aye 0 naye