

Introduced by: City Manager Griffin  
 Date: January 14, 2014  
 Public Hearing: January 28, 2014  
 Action: Adopted  
 Vote: Unanimous

Yes:	No:
Best Carrington Combs DeVries Hanson Johnson	

CITY OF PALMER, ALASKA

**Ordinance No. 14-006**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 4.30 Use of Leave Mandatory**

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Section 4.30.070 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

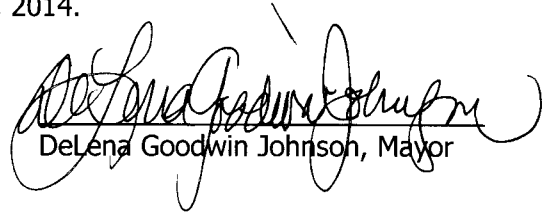
**4.30.070 Use of leave mandatory.**

- A. Each full-time employee shall take at least 10 days or 80 hours of personal leave each calendar year.
  - 1. ~~A.~~ It shall be the responsibility of the department director to ensure that each employee is given the opportunity to use this leave, scheduled in accordance with the department work load.
  - 2. ~~B.~~ In the event the employee does not take 10 days or 80 hours of leave in the calendar year, the employee will lose the unused balance of the 80 hours of accrued leave.
- B. Each full-time employee whose probationary status ends on the following dates shall take the mandatory prorated hours of personal leave as follows. An employee whose probationary status ends on:
  - 1. January 31, shall take 60 hours of mandatory personal leave;
  - 2. February 28, shall take 50 hours of mandatory personal leave;
  - 3. March 31, shall take 40 hours of mandatory personal leave;
  - 4. April 30, shall take 30 hours of mandatory personal leave;
  - 5. May 31, shall take 20 hours of mandatory personal leave;
  - 6. June 30, shall take 10 hours of mandatory personal leave;
  - 7. July 31 through September 30, shall take eight hours of mandatory personal leave;

8. October 1 through December 31, shall not be required to take mandatory personal leave.
- C. The department director may require that the employees apply for personal leave a reasonable length of time in advance of taking planned leave. The request for personal leave shall be approved or disapproved within 10 working days from date received.

Section 4. Effective Date. Ordinance No. 14-006 shall take effect upon adoption of the City of Palmer City Council.

Passed and approved this twenty-eighth day of January, 2014.



DeLena Goodwin Johnson, Mayor



Janelle M. Bower, MMC, City Clerk