BY MAYOR PRO TEMPORE WASHINGTON

ORDINANCE NO. 2014 – 02

AN ORDINANCE TO ADOPT A LEAVE POLICY FOR FULL-TIME EMPLOYEES OF THE CITY OF CENTRAL AND TO PROVIDE FOR RELATED MATTERS

WHEREAS, since incorporation of the City of Central, the City has had no more than two full-time employees; and

WHEREAS, the City of Central has recognized that full-time employees are entitled to paid leave for specified holidays, vacation, sickness and other events;

WHEREAS, the City of Central not formally adopted a Leave Policy applicable to full-time employees; and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Central, State of Louisiana as follows:

Section 1. The City of Central Leave Policy attached hereto as Exhibit A shall be adopted and implemented.

Section 2. Conflicts. This Ordinance shall supersede any and all other ordinances in conflict with this Ordinance.

Section 3. Severability. If any section, subsection, sentence, clause or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, such declaration of invalidity shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part declared invalid. The remainder of the Ordinance shall not be affected by the declaration of invalidity and shall remain in force and effect.

Section 4. Effective Date. This Ordinance shall be effective as of April 1, 2014.

Introduced on February 25, 2014.

This Ordinance having been submitted to a vote, the vote thereon was as follows:

For: LoBue, Messina, Moak, and Washington
Against: None
Absent: DeJohn

Adopted the 11th day of March, 2014.

Signed the 14th day of March, 2014.

Delivered to Mayor on the 17th day of March, 2014:

Mark Miley, City Clerk

Approved:

Shelton "Mac" Watts, Mayor 10

Received from Mayor on the 17th day of March, 2014:

Mark Miley, City Clerk

Adopted Ordinance published in The Advocate on the 21st day of March, 2014.

CITY OF CENTRAL
EMPLOYEE LEAVE POLICY

The City of Central adopts the following Leave Policy for full-time employees (non-elected employees who are scheduled to and regularly work at least 36 hours per calendar week beginning on Monday and ending on Sunday).

Paid Holidays:

The City of Central observes the following paid holidays for all full-time employees. Employees must be on a paid status on the scheduled workdays immediately preceding and following the holiday to receive holiday pay. In the event New Year's Day or Independence Day falls on a Saturday, the holiday will be observed the Friday prior to the holiday. If New Year's Day, Independence Day or Christmas Day falls on a Sunday, the holiday will be observed the Monday following the holiday.

The following are the official paid holidays for the City of Central full-time employees:

New Year's Day
Martin Luther King's Birthday
Mardi Gras Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and day after
Christmas Eve
Christmas Day

Nonexempt employees, as defined by the Fair Labor Standards Act, who are required to work on a paid holiday will receive holiday pay plus compensatory time equal to 1.5 times the number of hours worked.
Exempt employees who are required to work on a company holiday may coordinate with their supervisor in choosing another day off within the biweekly pay period.

Vacation Time:

Full-time employees shall accrue vacation time each biweekly pay period based on years of employment, provided the employee is on paid status for the entire pay period. Employees may carry over a maximum of 240 hours vacation time from one calendar year to the next calendar year. Accrued vacation time in excess of the carryover maximum will be deducted from each employee's vacation time balance at the end of the last day of the calendar year.

Unused vacation time is not considered wages for the purposes of La. R.S. 23:621(D)(2). City of Central full-time employees are not entitled to reimbursement for unused, accrued vacation time except as specifically provided herein.

Upon separation from employment, an employee will be paid for up to 240 hours of unused accrued vacation time after verification of the return of all City of Central property and payment of any amounts owed to the City of Central.

EXHIBIT
A

All vacation time to be used must be approved by the Mayor or the Mayor's designee in writing on the appropriate form. An employee who has earned compensatory time must exhaust compensatory time prior to using accrued vacation time.

Length of Employment	Vacation Time Earned Per Pay Period	Annual Benefit
Less than 5 years	4 hours	104 hours
5 – 10 years	4.62 hours	120.12 hours
10 or more years	5.54 hours	144.04 hours

Sick Leave:

City of Central full-time employees shall accrue four hours per pay period provided the employee is on paid status for the entire pay period. Upon separation employees will NOT be paid for any unused sick leave.

Sick Leave is intended to compensate employees when an illness, injury or surgery prohibits an employee from reporting to work. Sick Leave can be utilized for an employee's appointment with a health care provider.

When an employee needs to use sick leave which was not approved in advance, the employee shall inform the Mayor or Mayor's designee as soon as possible but no later than the beginning of the scheduled work period in which the sick leave is to be used. All scheduled sick leave must be approved by the Mayor or Mayor's designee in writing on the appropriate form. Use of Sick Leave for more than 3 consecutive scheduled work days requires a physician's statement for sick leave used.

Funeral Leave:

In the event of a death of an immediate family member, a full-time employee may take up to two consecutive scheduled work days off with pay to attend and/or make funeral arrangements. No more than four days of paid bereavement is allowed in any one Calendar Year. Should the employee require additional time off, they can utilize compensatory, or vacation leave for the additional time needed. The City of Central may require verification of the need for the leave.

Immediate family is defined as follows: an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Jury and Witness Duty:

If a full-time employee is summoned to serve as a juror or as a witness in a court proceeding, the employee should immediately provide a copy of the jury notice or summons to the Mayor or Mayor's designee. A copy of the court summons and verification of attendance from the court must accompany any timesheet on which jury duty is taken.

A full-time employee will receive full pay while serving on a jury or as a subpoenaed witness. During jury duty or while serving as a witness, employees are expected to work as much of their regular schedule as the court schedule permits. Public employees may not accept dual

remuneration. In order to be compensated for the days off while serving on jury duty or as a subpoenaed witness, the employee must surrender any payment received for jury service or as a witness fee to the City of Central Accounting Department either by endorsing the payment or tendering reimbursement of the fee for service to the City of Central. The employee shall not be required to surrender any mileage reimbursement to the City of Central.

If it is determined that the employee's absence due to jury duty would cause a hardship on the City of Central, the City of Central may submit a letter to the Court explaining the circumstances and seeking to have the employee's term of jury duty postponed.

Military Leave:

Military Leave will be granted in accordance with applicable Federal laws.

Emergency Leave:

Full-time employees, whose positions are not considered essential to managing the emergency may be granted Emergency Leave for acts of nature which prevent safely reporting to work such as hurricanes, storms, floods, snow or states of emergency for periods as long as deemed necessary to recover. Emergency Leave may be granted by the Mayor on an individual basis or to all employees if declared a city or state emergency depending upon the circumstances. When the declared emergency has ended, all employees must return to work as scheduled.

For any declared emergency which results in office closure, the Mayor or Mayor's designee will notify or all City of Central employees regarding whether they are to report to work.

Overtime pay:

All overtime work must be authorized in advance by the Mayor. Full-time non-exempt employees who are approved to work more than 40 hours during a calendar week will receive compensatory time at a rate of 1.5 times the number of hours worked. Full-time exempt employees who are approved to work more than 40 hours during a calendar week will receive compensatory time equal to the number of hours worked in excess of 40 hours. For the purpose of calculating overtime only actual hours worked by an employee will be used to determine the number of hours of overtime.