

**ORDINANCE NO. 644**

**AN ORDINANCE RELATING TO PERSONNEL POLICIES OF THE CITY OF MEXICO BEACH, AMENDING ORDINANCE NO. 622 AND ALL PRIOR ORDINANCES, RESOLUTIONS, MOTIONS OR OTHER ACTIONS PERTAINING TO CITY PERSONNEL POLICIES; AND, PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Mexico Beach, Florida has determined that it is in the best interests of the citizens of the City of Mexico Beach that an ordinance amending the present personnel policies and establishing personnel policies for its employees be enacted and passed, now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF MEXICO BEACH, FLORIDA:

**Section 1.**

The City hereby amends the personnel policies for the employees of the City of Mexico Beach, Florida, and the attached personnel policies are incorporated herein as if fully set forth herein to replace Section 5 sub heading "Annual Leave".

**Section 2.**

If any section, portion or clause of this ordinance, for any reason, shall be held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the remaining sections or provisions.

**Section 3.**

This ordinance shall take effect immediately upon passage.

**Section 4.**

All ordinances, motions, resolutions or other previous actions in conflict herewith are hereby repealed.

This ordinance shall become effective as provided by law.

INTRODUCED at the Regular Meeting of the City Council on the 13<sup>th</sup> day of September, 2016. Adopted at the Regular Meeting of the City Council on the 11<sup>th</sup> day of October, 2016.

  
\_\_\_\_\_  
Tom Bailey, Mayor

ATTEST:

  
\_\_\_\_\_  
Adrian Welle, City Clerk

## ANNUAL LEAVE

Annual leave is time off the job with pay for the personal use of all employees. The following applies to annual leave.

### Earning

Annual leave is earned based on years of service on the following scale

0-1 year of service	- 5 work days per year
1-5 years of service	- 10 work days per year
6 – 10 years of service	- 15 work days per year
11-14 years of service	- 20 work days per year
15 or more years of service	- 25 work days per year

Probationary employees earn leave but cannot use the leave until completion of the probationary period.

Leave can be accumulated to a maximum of 25 work days (200 hours) in a year. Leave in excess of 25 work days will be ~~lost~~ paid out on December 1 of every year unless deferral is approved by the City Administrator in advance.

### Using Annual Leave

Requests for annual leave must be made in advance with as much notice as possible and be approved by the Department Head. Late requests may result in disapproval of the leave request.

Annual leave may be used for absences resulting from sickness or injury if sick leave is insufficient to cover the length of sickness or injury.

Holidays which occur when an employee is on annual leave are not charged against the employee's annual leave.

### Payment for unused annual leave

In the event of an employee's death, the beneficiary shall be paid for all accumulated annual leave. An employee who separates from employment with the City shall be paid out any remaining accrued annual leave time.

Employees who have completed at least one year's service may sell a portion of their accumulated leave to the City. Employees can elect to sell a maximum of 50% of their leave at the employee's hourly pay rate, not to exceed 60 hours per year. This option is open to employees in December and June of each year.