

ORDINANCE No. 640

AN ORDINANCE PROVIDING FOR VACATION AND SICK LEAVE FOR CITY EMPLOYEES; SETTING FORTH THE METHOD OF DETERMINATION; PROVIDING FOR CERTIFICATE OF SICKNESS; AND ALLOCATION OF VACATION TIME.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF PAYETTE:

Section 1. The appointed officers and employees of the City shall have vacations and sick leave on full pay as follows:

(a) One and one-fourth day's vacation for each month during which the employee has worked for the City during the fiscal year; and one and one-fourth day's sick leave for each month that the employee has worked for the city during the fiscal year. Provided, however, that the employee shall not be entitled to vacation until after the completion of the fiscal year,

Section 2. All vacations shall be taken after the fiscal year during which the vacation has been earned and vacation leave shall not accumulate. However, one-third of that part of the total sick leave unused by the employee during the year ~~in which accumulated,~~ ^{shall accumulate} but not to exceed a total of thirty days; and provided further, that such accumulation shall be in addition to any sick leave earned by such employee in any other year.

Section 3. Any employee absent from work due to sickness, shall, upon his return to work and before receiving pay for the time in which he was sick, file with his department head a signed statement describing the type of illness which caused his absence and any employee who shall have been absent from work on account of sickness for a period of more than three successive days shall, before receiving pay for such time, furnish to his department head a written statement of a doctor certifying that such employee was necessarily absent from work due to sickness. Any employee who shall absent himself from work on the pretense of illness, or who refuses to file or files a false statement, shall lose his pay for the days he was absent from work and may, at the discretion of the City Administrator, be deprived of any cumulative sick leave for the year during which such unjust sick leave was taken.

Section 4. Each department head shall provide and allocate the time for vacations for the employees under his supervision and will furnish this information to the City Administrator. Any unusual request for vacation will be referred to the City Administrator with the recommendation from the department head.

Upon termination of employment the employee will be paid for all accumulated vacation time.

Section 5. This Ordinance shall be in effect from and after its passage and publication.

PASSED by the Council and approved by the Mayor this _____ day of _____, 1960.



Mayor

ATTEST:



Clerk