

AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE DEFINING FULL-TIME EMPLOYEES, AMENDING SECTION 4-407, VACATION, OF THE MUNICIPAL CODE AND ADDING SECTION 4-412, SICK LEAVE.

WHEREAS, adequate vacation and sick leave benefits are an important part of the compensation package provided to municipal employees, and

WHEREAS, the existing Mount Carmel vacation policy is worded such that an employee may work nearly two years before earning vacation, and

WHEREAS, no sick leave benefits are currently provided to employees:

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, THAT:

Section 1. A new Section 4-401, Definitions, is hereby added to Chapter 4 of the Municipal Code of the Town of Mount Carmel, and all following sections are renumbered accordingly. The new section shall read as follows:

For the purpose of this section, a full-time employee shall be defined as any regular, non-seasonal employee normally scheduled to work at least 35 hours per week, including the position of Postal Clerk.

Section 2. Section 4-407 of the Municipal Code, Vacation, shall be deleted in its entirety and replaced with the following language:

All full time employees shall be allowed one (1) week of vacation leave with pay after completing one year of service; two (2) weeks annually after two years; three (3) weeks annually after eight years; and four (4) weeks annually after fifteen years. The employee shall be entitled to paid vacation for the number of hours which the employee would normally be scheduled to work in a regular work week, but only up to 40 hours. Vacation leave should be taken annually, but up to ten days may be carried over from one year to another with the prior approval of the City Administrator. Should an employee take a leave of absence, the date of hire will change to reflect time taken off during that leave of absence. If an employee chooses vacation time which includes a paid holiday, that holiday time will not be charged to the employee's vacation account. If employment is terminated at any time before each full year of service is completed, accrued vacation will be paid upon termination.

Section 3. A new Section 4-413, Sick Leave, shall be added to Chapter 4. The new section shall read as follows:

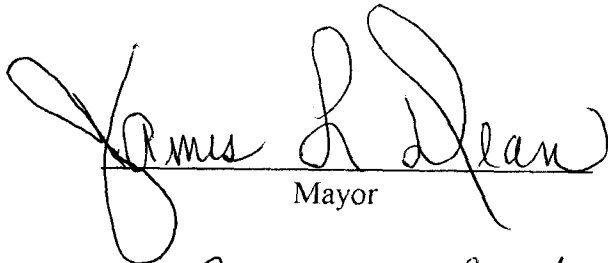
All full time employees shall be allowed to accumulate sick leave at the rate of one (1)

day for each month the employee is employed by the city. One sick day shall be defined as the number of hours the employee would have normally been scheduled to work in the day, up to 8 hours. Sick leave may be accumulated up to a maximum of ten (10) days. Sick leave is to be used only the event of legitimate personal illness. If the employee is absent due to illness for more than 3 days, a written excuse from a doctor is required in order to return to work.

Section 4. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Passed 1st reading 6-22, 1995

Passed 2nd reading 7-27, 1995


Mayor


City Recorder

600 Henley Street, Suite 120
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July 25, 1995

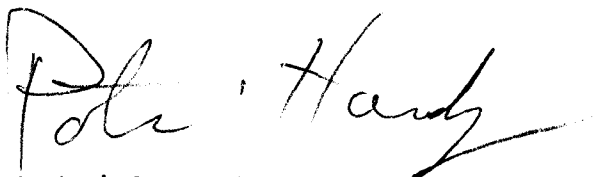
Mayor Jim Dean
Town of Mount Carmel
100 East Main Street
P.O. Box 1421
Mount Carmel, Tennessee 37645-1421

Dear Mayor Dean,

Attached is a revised copy of the vacation and sick leave policy. I've made the changes we discussed at the last council workshop.

If you need anything else, please let me know.

Sincerely,



Patrick Hardy
Municipal Management Consultant

enc: revised ordinance