

Ordinance No. _____

Passed _____, 20____

AN ORDINANCE AMENDING THE HOLIDAY LEAVE SECTION OF THE VILLAGE'S PERSONNEL POLICY AND PROCEDURE MANUAL

WHEREAS, the Council for the Village of Sabina, Clinton County Ohio, desires to amend Section 6.1 Holiday Leave, of the Village's Personnel Policy and Procedure Manual, to allow the benefit of Holiday Pay to Full-Time probationary personnel. The passage of this Ordinance shall rescind the previous Ordinances establishing Holiday Pay benefits.

THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina, Clinton County, Ohio, with two-thirds(2/3) of all council members elected concurring thereto, as follows:

Section 1: Section 6.1, Holiday Leave, shall read as follows:

The Village full-time employees working **eighty (80) hours or more bi-weekly** shall be granted nine (9) established Non-Worked scheduled holiday hours per calendar year with regular rate of pay. **New full-time employees under the six (6) month probationary period shall receive the nine (9) established Non-Worked scheduled holiday benefit with regular rate of pay, commencing upon hire date.** In observance of each authorized holiday, full-time employees will normally be granted the day off from work with eight (8) hours pay. The designated holidays are as follows:

New Year's Day	First Day of January
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth day of July
Labor Day	First Monday in September
Veteran's Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-Fifth day of December

If a holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday. Employees on unpaid leave of absence or disciplinary suspension shall not receive holiday pay.

Employees may request additional unpaid holidays of a religious nature by submitting a written request to the employee's Supervisor or Mayor at least one (1) month in advance.

In order to receive the holiday pay an employee must work his/her full scheduled workday on the day immediately preceding the holiday and the full scheduled workday on the day immediately following the holiday,

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unless he/she is absent from work for previously authorized use of sick leave, vacation or personal time. Such absence must be requested at least one (1) workday in advance and approved by the employee's supervisor or Mayor in writing. If the holiday falls during an approved paid leave of absence, the employee shall receive the holiday pay and shall not be charged sick, vacation or personal leave for the date of the established holiday.

Any full-time employee required to work on one (1) of the recognized holidays either civilian or uniform officers, will receive compensation at one and one-half (1-1/2) times his/her regular rate for all time worked on the holiday, in addition to the holiday pay. The definition of worked holiday hours: All time logged as worked, should it contain a total of 2 hours for Call-In, 6 hours, 8 hours, or 12 hours. This means no set limit on the hours worked.

Section 2: The Village Fiscal Officer shall provide all employees with a copy of this Ordinance.

Section 3: Section 6.1, Holiday Leave, is hereby replaced by Ordinance 2015-10, and is made a part of the Village of Sabina, Ohio Personnel Policy and Procedure Manual.

Section 4: This Ordinance shall take effect at the earliest time allowed by law.

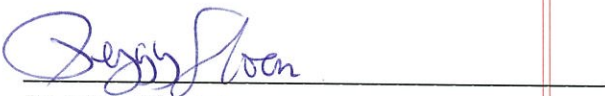
This ordinance was read on three separate occasions at regularly scheduled Council meetings on 04/23/2015, 05/12/2015, 05/28/2015.

Passed this day of 28th day of May, 2015.

Attest:

Approved by:


Nancy L. Cornell, Fiscal Officer


Peggy Sloan,
President of Council


Dean K. Hawk, Mayor