

RESOLUTION NO. 12-51

**A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING
THE PERSONNEL POLICIES AND PROCEDURES MANUAL
REGARDING DONATION OF ANNUAL LEAVE HOURS**

WHEREAS, The City Council, from time to time, reviews and adopts policies and procedures to assist in the fair and uniform application of requirements and benefits to City employees; and

WHEREAS, The City Council has reviewed Policy 8020 Section 8 of the Personnel Policies and Procedures Manual and has determined a need to clarify the donation of annual leave hours; and

WHEREAS, The City Council believes this amendment is in the best interest of the employees of Draper City and Draper City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Amendment. The Draper City Council does hereby adopt the amendment to Policy 8020 Sections 8 of the Personnel Policies and Procedures Manual as attached hereto as Exhibit "A."

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY,
STATE OF UTAH, THIS THE 13th DAY OF NOVEMBER, 2012.**

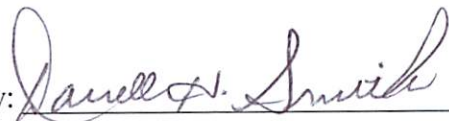
ATTEST:



DRAPER CITY



City Recorder

By: 

Mayor

EXHIBIT "A"

Section 8020 – ANNUAL LEAVE

8. Donation of Annual Leave Hours ~~Vacation Time~~. In the case of an employee's serious illness or serious injury, City employees with an accrued annual leave balance in excess of 80 hours may give annual leave hours to a seriously ill or seriously injured employee. After the donation of annual leave hours the donating employee must still have a balance of 80 hours of accrued annual leave. Annual leave hours will be deducted from an employee's annual leave balance account and added to the seriously ill or seriously injured employee's sick leave balance account. *The City Manager and the Department Heads of the employees involved in the transfer of annual leave hours must approve the a transfer.* ~~of annual leave hours.~~ In order for an employee to receive donated annual leave hours the employee receiving the donation must have less than 40 total hours of combined accrued annual leave, sick leave, compensation time leave, or holiday leave time available for use in his/her combined leave balances. Donations to an employee may not exceed ~~160~~ 200 hours total ~~for the seriously ill employee~~ during their employment with the City.