

RESOLUTION 14-05

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

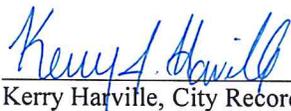
This resolution shall be effective upon passage.

Adopted this 17th day of July 2014.



Michael Arnold, Mayor

ATTEST:



Kerry Harville, City Recorder

6.5. LEAVE WITHOUT PAY

Leave without pay is defined as time off from regular work which may be granted without pay at the recommendation of the employee's Department Head. Leave without pay may only be authorized by the City Administrator.

Leave without pay may only be granted after an employee exhausts all applicable accrued leave for a period not to exceed ninety days for good and sufficient reasons which are considered uncontrollable. Such leave shall require prior Department Head recommendation and approval of the City Administrator. An employee on leave without pay ~~for 15 calendar days or more during a calendar month~~ shall not accrue sick or vacation leave while on leave status.

6.2. HOLIDAY PAY

If an employee does not work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after the holiday, pay for the holiday(s) may be forfeited. Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay. Employees scheduled but who do not work the holiday ~~shall~~ may forfeit holiday pay and instead may receive sick or vacation pay if applicable. Holiday pay may not be used in combination with any other type of leave to achieve more than the standard hours of pay for their department on that holiday.