

ORDINANCE 22-25

AN ORDINANCE TO AMEND THE SPRING HILL EMPLOYEE HANDBOOK REGARDING VACATION LEAVE

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-101) and general law of the State of Tennessee, enacted and adopted an Employee Handbook for the employees of the City of Spring Hill; and

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill does desire to again amend the personnel rules and regulations established in Ordinance 99-4, to modify the employee vacation leave policy;

WHEREAS, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends the Employee Handbook by modifying the "Vacation Leave" Section of the Employee Handbook;

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE that the following amendments be made to the Employee Handbook for the employees of the City of Spring Hill, TN effective 01/01/2023;

Vacation Leave

All active full-time employees of the City, both regular and introductory, shall accrue vacation leave monthly. Leave accrual begins the first month after the employee's hire date in a full-time benefits eligible position, date of change from a temporary position to a full-time benefits eligible position, or date of change from part time to a full time benefit eligible position. Annual leave shall accrue, but not be taken during the employee's first six (6) months of employment.

Vacation Leave will be computed on the number of standard work hours in a week. For vacation leave purposes, the term "workday" as it applies on this section shall be computed on an eight (8) hour basis for forty (40) hours per week employees, twelve (12) hours for Uniformed Police Personnel and twenty-four (24) hours for Uniformed Fire Personnel on a 28-day cycle.

40 Hour Employees

Regular full-time employees will earn two (2) weeks of vacation per year, accruing 6.667 hours of vacation leave for each month of service. This same rate of accrual of vacation leave will continue for years 2, 3, and 4 respectively. Upon completion of employee's 4th year of employment until the completion of the employee's 9th year of service, they will accrue 3 weeks of vacation (at a rate of 10 hours per month). This same rate of accrual of vacation leave will continue until the employee completes his or her 9th year of service. Upon completion of the employee's 9th year of employment, he or she will begin to accrue four (4) weeks of leave (13.334 hours of vacation per month). This rate of accrual and entitlement shall continue for the duration of employee's regular, full-time service to the City of Spring Hill.

“Forty (40) Hour Employee”

Leave Accrual Anniversary	Vacation time earned and accessible
0 – 4 th leave accrual anniversary	80 hours (Accrued at a rate of 6.667 hrs. per month)
5 th - 9 th leave accrual anniversary	120 hours (Accrued at a rate of 10 hrs. per month)
10 th + leave accrual anniversary	160 hours (Accrued at a rate of 13.334 hrs. per month)

Uniformed Police Personnel on 12 Hour Shifts

Regular full-time Police employees will earn eighty-six (86) hours of vacation leave per year, accruing 7.167 hours of vacation leave for each month of service. This same rate of accrual of vacation leave will continue for years 2, 3, and 4 respectively. Upon completion of employee’s 4th year of employment until the completion of the employee’s 9th year of service, they will accrue one hundred twenty-nine (129) per year, accruing at a rate of 10.75 hours per month. This same rate of accrual of vacation leave will continue until the employee completes his or her 9th year of service. Upon completion of the employee’s 9th year of employment, he or she will begin to accrue one hundred seventy-two (172) hours of leave (14.33 hours of vacation per month). This rate of accrual and entitlement shall continue for the duration of employee’s regular, full-time service to the City of Spring Hill.

Uniformed Police Personnel on 14 Day Cycle

Leave Accrual Anniversary	Vacation time earned and accessible
0 – 4 th leave accrual anniversary	86 hours (Accrued at a rate of 7.167 hours per month)
5 th - 9 th leave accrual anniversary	129 hours (Accrued at a rate of 10.75 hours per month)
10 th + leave accrual anniversary	172 hours (Accrued at a rate of hours 14.33 per month)

Uniformed Fire Personnel on 28 Day Cycle

Regular full-time employees will earn five (5) 24-hour shifts of vacation per year, accruing 10.0 hours of vacation leave for each month of service. This same rate of accrual of vacation leave will continue for years 2, 3, and 4 respectively. Upon completion of employee’s 4th year of employment until the completion of the employee’s 9th year of service, they will accrue eight (8) 24-hour shifts of vacation per year, accruing at a rate of 16 hours per month. This same rate of accrual of vacation leave will continue until the employee completes his or her 9th year of service. Upon completion of the employee’s 9th year of employment, he or she will begin to accrue ten (10) twenty-four (24) hours of leave (20 hours of vacation per month). This rate of accrual and entitlement shall continue for the duration of employee’s regular, full-time service to the City of Spring Hill.

Uniformed Fire Personnel on 28 Day Cycle

Leave Accrual Anniversary	Vacation time earned and accessible
0 – 4 th leave accrual anniversary	120 hours - <i>Five (5) 24-hour shifts</i> (Accrued at a rate of 10 hours per month)
5 th - 9 th leave accrual anniversary	192 hours - <i>Eight (8) 24-hour shifts</i> (Accrued at a rate of 16 hours per month)
10 th + leave accrual anniversary	240 hours - <i>Ten (10) 24-hour shifts</i> (Accrued at a rate of 20 hours per month)

The rate of vacation leave accrual, earned, and accessed for City Department Heads may be varied by the City Administrator as part of an initial offer of employment. The total number of hours awarded, however, may not exceed the maximum allowable of 4 weeks for 40 hours, per week employees, or 240 hours for uniformed fire personnel on a 28-day cycle.

Employees should submit their requests for vacation leave to their department head at least two weeks prior to taking leave. Every effort will be made to grant the vacation time desired as long as operational requirements can be met despite the employee’s absence. For 40-hour employees, vacation leave must be taken at a minimum of ¼ hour (15 minute) increments. Uniformed Police and Fire Personnel on a 14 or 28-day cycle, must take vacation leave in 30-minute increments.

The maximum number of vacation hours which may be carried over each anniversary date is 160 hours. The maximum carry-over for police personnel is 129 hours. The maximum carry-over for fire personnel is 192 hours. Employees will be paid for any unused vacation leave upon termination of employment.



 Jim Hagan, Mayor



 April Goad, City Recorder

LEGAL FORM APPROVED:


 Patrick Carter, City Attorney

Passed on First Reading: December 5, 2022
 Passed on Second Reading: December 19, 2022