

RESOLUTION 24-145

**A RESOLUTION 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;

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen desires to modify the employee vacation leave policy by Resolution as authorized in Ordinance 23-15; and

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen hereby amends the Employee Handbook by modifying the "Vacation Leave" section of the Employee Handbook 5.02.02; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen ("BOMA") amends the Vacation Leave Section of the Employee Handbook as follows, effective immediately upon passage:

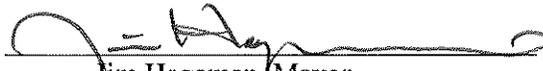
The maximum number of vacation hours which may be carried over each anniversary date is 160 hours. The maximum carry-over for police personnel working 12-hour shifts is 172 hours. The maximum carry-over for fire personnel working 48-hour shifts is 240 hours. Employees will be paid for any unused vacation leave upon termination of employment.

Any unused vacation leave that exceeds the maximum described above at the employee's anniversary date shall be converted to sick leave and added to the employee's sick leave balance. The conversion shall be at a 1:1 ratio and converted sick leave may be used for regular sick leave purposes. Any unused sick leave may be applied toward the employee's service credit at retirement, following the City's established retirement plan policies.

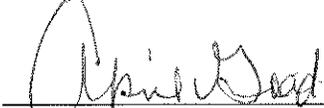
Prior to rolling over any vacation hours to sick leave, employees must use two weeks of vacation time, with at least one of those weeks being taken as a full week off. Intermittent days off cannot be used to fulfill this requirement unless approved by the City Administrator.

The City Administrator may vary from this policy in favor of the employee based on specific circumstances that may arise and are appropriately documented.

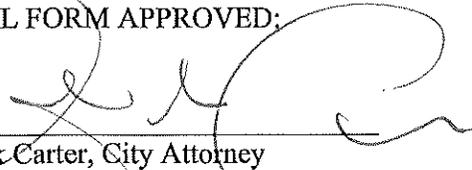
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 17th day of June, 2024.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

5.02.03 Uniformed Fire Personnel on 28 Day Cycle

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.

Uniformed Fire Personnel on 28 Day Cycle

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)

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 172 hours. The maximum carry-over for fire personnel is 240 hours. Employees will be paid for any unused vacation leave upon termination of employment.