

RESOLUTION NO. 718

A RESOLUTION ESTABLISHING A POLICY FOR VACATIONS  
SICK LEAVE AND ABSENCE FROM DUTY OF THE REGULAR  
EMPLOYEES OF THE CITY OF EL PASO DE ROBLES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES, as follows:

I. VACATIONS.

(a) Each regular employee of the City of El Paso de Robles having been continuously employed by the City three (3) or more years, shall be entitled to an annual vacation of two (2) full weeks with pay.

(b) Each regular employee of the City of El Paso de Robles having been continuously employed by the City less than three years but two (2) years or more, shall be entitled to an annual vacation of one (1) full week with pay and one (1) full week without pay.

(c) Each regular employee of the City of El Paso de Robles having been continuously employed by the City less than two (2) years but one (1) year or more, shall be entitled to an annual vacation of one (1) full week with pay.

(d) Each regular employee of the City of El Paso de Robles having continuously been employed by the City on an hourly or daily basis for the same length of time as specified above in subdivisions (a), (b) or (c) shall be entitled to the same length of annual vacation as is specified above. The amount of pay on such vacation to be determined by the average weekly earning during the preceeding year.

(e) Each employee shall be allowed his vacation period within the calendar year it is due and such time shall not accumulate from year to year.

II. SICK LEAVE

(a) All regular employees of the City of El Paso de Robles from and after six (6) months continuous employment by the City shall be entitled to sick leave, without deduction from wages or salary, for bona fide illness of one-half (½) day for each calendar month of employment during each calendar year. No right to sick leave shall accrue for the first six (6) months of employment. The time of such leave, for just cause, as determined by the department head, may be increased up

to but not exceeding a total of ten (10) days, counting Saturdays as full working days.

(b) Sundays and legal holidays occurring during sick leave periods shall not be charged to the period.

(c) Sick leave time shall not be subject to cumulation from year to year.

(d) Sick leave shall not be used to extend a vacation period but a bona fide sick leave may be extended by vacation allowance if such time is due at the time the sick leave is in effect.

### III. ABSENTEEISM.

(1) Deductions from salary shall be made for all absences from employment other than vacation leave, sick leave or for authorized overtime as follows:

(a) For each full day's absence at the rate of 1/25 of the employee's monthly salary.

(b) For each fractional days absence from employment at the rate per hour of employee's daily salary based upon the number of scheduled number of hours work per day, applying the foregoing rule that one day's salary is 1/25 of the employee's Monthly salary.

(2) An employee shall be considered absent from employment unless the department head and city clerk are notified within a reasonable time and to their satisfaction, both at the time of leaving and upon returning to employment.

(3) An employee on vacation shall be considered absent unless previous approval has been obtained at least two (2) weeks prior thereto from the department head and the city clerk notified. Absentee pay shall be deducted after the termination of the employee's allowed vacation period unless the city clerk is notified at the time of his return to employment or unless under extreme conditions approved by the department head.

(4) Any employee who may be absent from employment in any instance for a period of more than seven (7) days without authorization or approval shall be considered as having terminated his employment at the time of leaving service.