

**TOWN OF COCHITI LAKE
RESOLUTION 2007-18**

**A RESOLUTION CONCERNING PAID VACATIONS, HOLIDAYS, AND OTHER
WORK ABSENCES**

BE IT RESOLVED by the Assembly of the Town of Cochiti Lake:

That the following policies are hereby defined and set forth regarding paid vacations, holidays, and other work absences. The Assembly shall have the right and power at any time to alter, amend, change, and make supplements to these policies by appropriate resolution.

A. Paid Vacation. The Town Administrator shall approve all requests for vacation and various types of leaves and absences from scheduled work for employees. All permanent full and part-time employees of the Town shall be entitled to paid vacations as follows:

(1) Employees working a 40 hour week shall be entitled to paid vacations in the amount of one week (40 hours) per year, which is granted after 6 months' employment during their first year of employment. After one year of employment an additional one week of vacation is granted (80 hours total).

(2) After 5 years of continuous service, employees working 40 hours per week shall be entitled to an additional one week (40 hours) of paid vacation per year (120 hours total).

(3) After 20 years of continuous service, employees working 40 hours per week shall be entitled to an additional one week (40 hours) of paid vacation per year (160 hours total).

(4) Employees working less than 40 hours per week shall be entitled to paid vacation in an amount proportional to that of employees working 40 hours per week.

(5) Any portion of earned paid vacation not taken at the end of the fiscal year will be paid to the employee upon written request to the Assembly.

(6) One week or any portion thereof of paid vacation time may be carried over into the next employment year. However, the total accumulated carried-over time may never exceed one week.

(7) Vacation requests must be submitted in writing at least one week prior to the start of vacation.

(8) Vacations may be taken in a single continuous period, in separate weeks, or in days. Selection of vacation dates is subject to the approval of the Town Administrator with preference given to longer-service employees. Employees will be required to use a minimum of one-half accrued vacation day per request.

(9) Vacation days are earned at a rate of 1/12 of the employees annual benefit per month, beginning with their hiring anniversary date.

B. Sick Leave. Sick leave means time away from scheduled work by an employee who has a bona fide illness. All Town employees are entitled to sick leave as follows:

(1) All permanent full and part-time employees shall be entitled to sick leave in the amount of one week per year. Employees working less than 40 hours per week shall be entitled to sick leave in an amount proportional to that of employees working 40 hours per week.

(2) Sick leave may not be carried over into the next employment year.

(3) No minimum time of employment is necessary before sick leave may be taken.

C. Paid Holidays: Employees will be entitled to Thirteen (13) paid holidays per year. The days will be determined by the Town Calendar approved by the Town Assembly prior to the beginning of the calendar year.

In the event that the holiday is celebrated on a Saturday or a Sunday, employees shall be entitled to holiday leave on the previous Friday or the following Monday. Any town employee required to work on an approved holiday shall be entitled to a compensatory day of paid vacation, to be scheduled within 30 days of such holiday.

D. Excused Absences. All permanent full and part-time Town employees may be granted excused absences with pay whenever an extraordinary or natural condition prevents their reporting for duty. Any employee who is absent from duty because of such emergency shall report the reasons to the Town Administrator as soon as possible on the first day of such absence. Such absences shall be deemed excused upon approval of the Town Administrator.

E. Personal Leave.

1. Long term. In the event it is necessary for an employee to be absent from work for an extended period of time, and such absence is not eligible for consideration as one of the above designated absences, the employee may request permission in writing for such absence, without pay, from the Town Administrator, with Assembly approval, provided that such absence will not create a serious conflict with the best interests of the Town.

F. Contingencies

If other situations arise which are not covered in the present resolution, a temporary verbal policy may be established and implemented until it can be permanently incorporated into an appropriate ordinance or resolution.

This Resolution amends 2006-16.

DULY ADOPTED this 19th day December, 2007 by the Assembly of the Town of Cochiti Lake at a meeting thereof, at which a quorum was present, 3 voting for and 1 voting against.

Anthony Da Silva, Mayor

Attest:

Annette Narvaiz, Town Clerk