

AN ORDINANCE NO. 23-5

To amend §§ 51-55, 51-55.1, and 51-56 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, to remove the prohibition on using annual leave during the first six months of employment; to adjust the leave time accrual rate of 24-hour employees; and to increase from \$8,000 to \$10,000 the amount of sick leave payable to certain employees upon retirement.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS AS FOLLOWS:

1. Sections 51-55, 51-55.1, and 51-56 of Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, are amended as follows:

§ 51-55 Annual vacation.

General policies.

A. Except as otherwise provided herein, each permanent full-time employee shall be entitled to the following paid vacation for each calendar month of current year's employment:

Years of employment	Days of vacation
0 to 5	1
Over 5	1 ¼
Over 10	1 ½
Over 20	1 ¾

~~Vacation leave may not be taken by any full-time permanent employee until the employee has worked at least six consecutive months.~~

§ 51-55.1 Annual vacation and holiday leave for twenty-four-hour-shift plan.

A. Each employee assigned to work under the twenty-four-hour-shift plan shall be entitled to the following paid vacation and holiday leave per calendar month of employment:

Years of employment	Number of Vacation and Holiday Hours	Maximum hours of accrual
0 to 5	<u>2425</u>	<u>360375</u>

Over 5	<u>2728</u>	<u>405420</u>
Over 10	<u>3031</u>	<u>450465</u>
Over 20	<u>3334</u>	<u>495510</u>

~~B. Vacation leave may not be taken by any full-time permanent employee until the employee has worked at least six consecutive months.~~

§ 51-56 Sick leave.

I. All employees who have been in continuous service at least five years for the City of Colonial Heights and are eligible to receive a Virginia Retirement System service retirement allowance upon retirement from City service may receive payment for 25% of unused sick leave, with a maximum payment of ~~\$8,000~~ 10,000. "Eligible to receive a Virginia Retirement System service allowance" shall mean the employee must have applied for and been approved to receive his retirement allowance from the Virginia Retirement System at the time of retirement from the City.

2. This ordinance shall be effective upon approval on second reading.

Approved:

Mayor

Attest:

City Clerk

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Kenneth B. Frenier, Councilman: _____

The Honorable Elizabeth G. Luck, Councilwoman: _____

The Honorable John E. Piotrowski, Councilman: _____

The Honorable Dr. Laura F. Poe, Councilwoman: _____

The Honorable John T. Wood, Councilman: _____

The Honorable Robert W. Wade, Vice-Mayor: _____

The Honorable T. Gregory Kochuba, Mayor: _____

Adopted on its second reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Kenneth B. Frenier, Councilman: _____

The Honorable Elizabeth G. Luck, Councilwoman: _____

The Honorable John E. Piotrowski, Councilman: _____

The Honorable Dr. Laura F. Poe, Councilwoman: _____

The Honorable John T. Wood, Councilman: _____

The Honorable Robert W. Wade, Vice-Mayor: _____

The Honorable T. Gregory Kochuba, Mayor: _____

City Clerk

Approved as to form:

City Attorney