

This Resolution prepared by Jeena Lynch, City Clerk/Treasurer of the City of Independence, 331 1<sup>st</sup> Street East, Independence, Iowa 50644, 319-334-2780.

**RESOLUTION NO. 2019-09**

**A RESOLUTION ACCEPTING AND APPROVING REVISIONS TO THE EMPLOYEE PERSONNEL POLICY HANDBOOK; WITHIN THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA.**

**WHEREAS**, the Council met on Monday, February 11, 2019 and reviewed and approved revisions to the Employee Personnel Policy Handbook for the City of Independence, Buchanan County, Iowa:

**4.4 Family and Medical Leave of Absence Policy**

Use of Paid Leave:

The City requires employees to use paid leave concurrently with their family and medical leave as follows: An employee must use any accrued but unused sick leave, vacation, and personal days for as much of the portion of the twelve-week FMLA leave as employee's accrued paid leave allows. When an employee has used all required paid leave, the balance of the FMLA leave will be without pay.

An employee may request to use his or her balance of compensatory time for a FMLA reason. If the City permits the compensatory time to be used, the absence which is paid from the employee's accrued compensatory time account will not be counted against the employee's FMLA entitlement.

**WHEREAS**, the Council has authorized the City Clerk to proceed with updating the policy with these revised provisions and distributing them to employees and obtaining signatures on the acknowledgement of receipt of the revisions to place in personnel files.

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA**, that the Council met on Monday, February 11, 2019 at 6:30 p.m. in City Hall and by majority vote approved a Resolution accepting and approving revisions to the Employee Personnel Policy Handbook; within the City of Independence, Buchanan County, Iowa.

**RESOLUTION NO. 2019-09** was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 11<sup>th</sup> day of February, 2019.

Record of Voting:

Ayes: Hill, Scharff, O'Loughlin, Hanna, Vaughn, Kurtz, and Hayward.

Nays:

Abstain:

**RESOLUTION NO. 2019-09** declared passed and adopted by the Mayor on this 11<sup>th</sup> day of February 2019.



Bonita Davis, Mayor of the City of Independence, IA

ATTEST:



Jeena Lynch, ICMC, City Clerk/Treasurer of the City of Independence, IA