

2014-10

Ordinance No. _____

May 8th,

Passed _____, 2014

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AN ORDINANCE AMENDING THE PERSONAL LEAVE SECTION OF THE VILLAGE'S PERSONNEL POLICY AND PROCEDURE MANUAL

WHEREAS, the Council for the Village of Sabina, Clinton County Ohio, desires to amend Section 6.5 Personal Leave, of the Village's Personnel Policy and Procedure Manual.

THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina, Clinton County, Ohio, with two-thirds concurring thereto, as follows:

Section 1. Section 6.5, Personal Leave, shall read as follows: Full-time employees shall be granted three (3) personal days per calendar year with pay. New employees shall receive the three (3) personal days upon successful completion of the trial period. Request for personal leave shall be submitted at least twenty-four (24) hours in advance, when possible, and are subject to approval by the employee's department head. Personal leave time must be used in the year in which it was granted and may not be carried over to the following year. Any personal leave time not used on or before December 31st annually shall be forfeited without compensation.

Section 2. The Village Fiscal Officer shall provide all employees with a copy of this Ordinance.

Section 3. Section 6.5, Personal Leave, is hereby replaced by Ordinance 2014-10, and is made a part of the Village of Sabina, Ohio Personnel Policy and Procedure Manual.

Section 4: This Ordinance shall take effect at the earliest time allowed by law.

This ordinance was read on three separate occasions at regularly scheduled Council meetings on 4/10/2014, 4/24/2014,


Passed this 8th day of May, 2014.

Attest:


Nancy L. Cornell, Fiscal Officer

Approved by:


Dean Hawk, President of Council


David A. Michael, Mayor