

ORDINANCE NO. 2003-04

AN ORDINANCE TO AMEND ORDINANCE NO. 2001-04 TO  
AMEND PROVISIONS OF THE POLICY AND PROCEDURES  
MANUAL OF THE CLINTON POLICE DEPARTMENT  
REGARDING VACATION TIME AND PAY.

WHEREAS, the City of Clinton, Arkansas, adopted Ordinance 2001-04; and

WHEREAS, said ordinance adopted an Amended Policy and Procedures Manual for the Clinton Police Department; and

WHEREAS, the Policy and Procedure Manual that was adopted needs some additional language to clarify the use and payment of vacation time, holiday and sick leave.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLINTON, ARKANSAS:

**Section 1:** Section 45 of the Policy and Procedures Manual of the Clinton Police Department is hereby amended to read as follows:

**POLICY:** An eligible employee is authorized nine (9) paid holidays each calendar year.

a. The Clinton Police Department has adopted the following holiday schedule:

- |     |                              |                                     |
|-----|------------------------------|-------------------------------------|
| (1) | New Year's Day               | January 1                           |
| (2) | Robert E. Lee/Martin L. King | 3 <sup>rd</sup> Monday in January   |
| (3) | George Washington's Birthday | 3 <sup>rd</sup> Monday in February  |
| (4) | Memorial Day                 | Last Monday in May                  |
| (5) | Independence Day             | July 4 <sup>th</sup>                |
| (6) | Labor Day                    | 1 <sup>st</sup> Monday in September |
| (7) | Veteran's Day                | November 11                         |

- |      |                  |  |
|------|------------------|--|
| (8)  | Thanksgiving Day | 4 <sup>th</sup> Thursday in November                               |
| (9)  | Thanksgiving     | The day after Thanksgiving if granted by Proclamation of the Mayor |
| (10) | Christmas Day    | December 25 <sup>th</sup>  |

**Section 2:** Section 62 of the Policy and Procedures Manual of the Clinton Police Department is amended to add a new Section (2) which reads as follows:

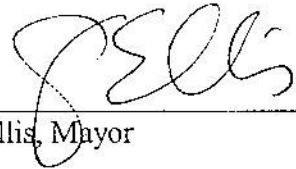
**(2) Verification of Illness:** Any employee of the Clinton Police Department who is off of work for two or more consecutive days due to illness or injury shall be required to provide proof of such illness or injury to the Chief of Police to be placed in the employee's payroll records. Adequate proof may include a letter from a doctor or other health provider, copies of bills for medical services or a sworn affidavit of the employee who submitted evidence of illness or injury. Any affidavit that is determined to be false shall be subject to disciplinary actions and outlined in Section 72.

**Section 3:** Section 62 of the Policy and Procedures Manual of the Clinton Police Department is hereby amended to renumber the old Section (2) and Section (3) and add a section (4) that reads as follows:


**"(4) Excess Vacation:** It is an officer's responsibility to schedule and use vacation time that has accrued so as not to accumulate unused vacation in excess of the 30 day limit. Any unused vacation time beyond the 30 day limit or days accrued below the 30 day limit will not be paid in cash except on an emergency basis or for extenuating circumstances, either of which must be approved by a resolution of the Clinton City

Council on a case by case basis to determine if such an emergency or extenuating circumstance exists. Accrued vacation time up to 30 days will be paid in cash upon an officer's termination from employment for any reason."

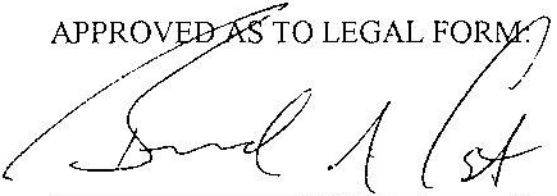
PASSED: February 13, 2003.

  
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Chip Ellis, Mayor

ATTEST:

  
\_\_\_\_\_  
Merl Eoff, City Clerk

APPROVED AS TO LEGAL FORM:

  
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Brad A. Cazort, City Attorney

(3)