

**ORDINANCE 21-17**

**AN ORDINANCE TO AMEND THE EMPLOYEE HANDBOOK OF THE CITY OF  
SPRING HILL REGARDING VACATION LEAVE**

**WHEREAS**, the Board of Mayor and Aldermen of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-101) and general law of the State of Tennessee, enacted and adopted an Employee Handbook for the employees of the City of Spring Hill; and

**WHEREAS**, the Board of Mayor and Aldermen of the City of Spring Hill does desire to amend the personnel rules and regulations established in Ordinance 11-02 and subsequently amended, and

**WHEREAS**, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends the Employee Handbook by modifying the "Vacation Leave" Section of the Employee Handbook.

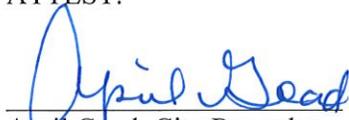
**BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE** that the following amendments be made to the Employee Handbook for the employees of the City of Spring Hill, TN, effective immediately upon passage of this ordinance:

The maximum number of vacation hours which may be carried over each anniversary date is 80 hours. Beginning January 1, 2022 this maximum shall increase to 120 hours. Beginning January 1, 2023 this maximum shall increase to 160 hours. Employees will be paid for any unused vacation leave upon termination of employment.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2<sup>nd</sup> day of August, 2021.

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

Passed on First Reading: July 19, 2021

Passed on Second Reading: August 2, 2021



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Date: July 6, 2021

Memo To: Board of Mayor and Aldermen

From: Matt Fitterer, Alderman

RE: Ordinance amending Employee Handbook – Carry over vacation hours

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Currently the employee handbook caps carryover vacation time at 80 hours per employment anniversary year, and provides relief from this cap at the discretion of the department head and City Administrator.

The purpose of this ordinance is to increase the cap over a two-year period, and remove the discretionary relief.

Increasing the carryover cap will bring Spring Hill more in line with other municipalities practices.

Removing the discretionary relief will alleviate the administrative burden of tracking where relief has been provided and ensure equal and unbiased application of vacation leave policies.

Red text is proposed addition. Strike through text is proposed to be removed.

The maximum number of vacation hours which may be carried over each anniversary date is 80 hours. **Beginning January 1, 2022 this maximum shall increase to 120 hours. Beginning January 1, 2023 this maximum shall increase to 160 hours.** ~~In cases where City operations have made it impractical for an employee to use vacation time, the department head, with the approval of the City Administrator, may authorize accrual beyond 80 hours.~~ Employees will be paid for any unused vacation leave upon termination of employment.