

**CITY OF CRAIG  
RESOLUTION 21-14**

**AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK**

**WHEREAS**, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

**WHEREAS**, the Handbook is modified from time to time by the city council, by resolution; and,


**WHEREAS**, this resolution modifies the Handbook by adding text to Section 302 “Annual Leave (Vacation) Benefit”.

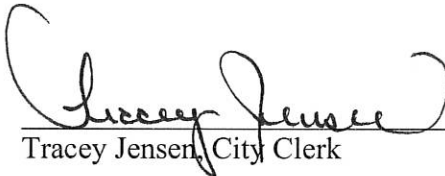
**NOW, THEREFORE BE IT RESOLVED THAT** the Craig city council amends the City of Craig Employee Handbook to add text to Section 302-Annual Leave (Vacation) Benefit, the text of which is shown below

*“Payment for Accrued Annual Leave In the rare circumstance that an employee is unable to use accumulated annual leave time due to staffing shortage or some other work-related cause, and the inability to use annual leave results in the stoppage of annual leave accrual due to the employee reaching the leave accrual cap, the employee may submit a written request to the City Administrator to sell back to the city as many hours as necessary to keep the employee under the maximum accrual cap, up to 80 hours. A request is subject to the approval of the City Administrator, who may approve or deny a request in whole or in part. Such request may be made once per calendar year.”*

**BE IT FURTHER RESOLVED** that the effective date of this action is June 18, 2021.

PASSED AND APPROVED by a duly constituted quorum of the city council this 17th day of June, 2021.

  
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Mayor Tim O'Connor

  
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Tracey Jensen, City Clerk

