



City of Smyrna

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Issue Sheet

File Number: POL2020-04

Agenda Date: 7/20/2020

Version: 1

Status: ATS Review

In Control: City Council

File Type: Policy

Agenda Number: F.

WARD / COUNCILMEMBER: City Wide

\$ IMPACT: 0

Agenda Title:

Approval of Annual Leave Policy (LVE 1-0) Update increasing annual carry-over limit and authorize the Mayor and City Administrator to sign all related documents.

ISSUE AND BACKGROUND:

Per LVE 1-0:

“Maximum Accumulation of Annual Leave - No more than 120 hours of accrued annual leave, therefore, may be carried forward at the end of the year into the next calendar year except for full-time Fire/EMS 24/48 shift personnel who may accrue a maximum of 168 hours. Each year, on December 31, accrued annual leave in excess of the maximum allowed (i.e., either 120 or 168 hours, respectively) will be forfeited by the employee.

If, in the opinion of the department head, work requirements are such that an employee cannot take his or her accrued annual leave hours in excess of the maximum allowed (i.e., either 120 or 168 hours, as applicable) before December 31, the hours may, with the approval of the department head and concurrence of the Human Resources Director and the City Administrator, be carried over and taken in the first six months of the following year.

In order to be genuinely productive, employees occasionally need some time away from work. Every employee is strongly encouraged to properly request and use accrued annual leave during the year to rejuvenate themselves and to attend to personal business.

All accrued annual leave, to the maximum allowed of either 120 or 168 hours (as described above) will be paid to the employee upon termination (either voluntary or involuntary).”

Prior to 1/1/2013, the maximum accrual carry over was 240 hours (480 Fire). This presented financial concerns to the Council: 1) it was and remains an “unfunded liability”; and 2) the larger maximum payout level provided a significant increase to retirees’ benefit calculation.

As per the recommendation of the Employee Recruitment and Retention Task Force the proposed changes are:

- Increase carryover limit to 200 hours (280 Fire) allowing the departments and employees additional flexibility when scheduling and using leave
- Special Note: The Policy would maintain the maximum payout of 120 hours (168 Fire) as stated in the current policy.

RECOMMENDATION / REQUESTED ACTION: Approval of Annual Leave Policy (LVE 1-0) Update increasing annual carry-over limit and authorize the Mayor and City Administrator to sign all related documents.