

VILLAGE OF ELMORE

ORDINANCE NO. 20-21

**AN ORDINANCE TO AMEND THE VILLAGE OF ELMORE
EMPLOYEE HANDBOOK
TO PROVIDE FOR PERSONAL LEAVE
AND DECLARING AN EMERGENCY**

WHEREAS, the Village's employees previously had the option for additional personal time off;
and

WHEREAS, it is vital to the Village of Elmore that this benefit continue in order to improve morale and contribute to the retention of employees; and

WHEREAS, it was Council's intention to continue personal time leave without interruption:

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ELMORE, OHIO
THAT:**

Section 1. The Village of Elmore Employee Handbook is hereby amended to add section 18.1.11 as follows:

18.1.11 Paid Personal Leave

A permanent full-time employee who has been employed by the Village for the entire calendar year may take an additional four Days personal time leave when scheduled accordingly.

Section 2. This provision for personal leave is retroactive to the date the most recent Employee Handbook was passed, that being December 23, 2019.

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication of the foregoing ordinance was duly made as provided in Ordinance 14-09 adopted June 8, 2009, by the following method:

By posting certified copies thereof in the five (5) public places specified in the codified ordinance No. 14-09 said posting having been accomplished on the following date:

_____.

FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO AUTHENTICITY

I hereby certify that the foregoing Ordinance is a true copy of the aforesaid Ordinance No. _____, together with a true and accurate record of adoption by the Village of Elmore, Ohio.

FISCAL OFFICER

Prepared by Mark E. Mulligan, Solicitor for the Village of Elmore