

VILLAGE OF ELMORE

ORDINANCE NO. 21-21

**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 may take an additional four days personal time leave as follows:

- Four days personal time leave per calendar year whether or not the employee worked the entire calendar year or part thereof.
- Said days must be scheduled with the ~~Village Administrator~~ **DEPARTMENT HEAD** to meet the needs of the Village and the employee
- Any days not used by the close of business on December 31st are forfeited and shall not carry over to the next calendar year.

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

Section 3. Payments made to employees for personal leave during the lapse in this benefit are hereby approved.

Section 4. Any ordinance or resolution inconsistent with the foregoing, including Ordinance 20-21 is hereby revoked.

Section 5. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health and safety to immediately provide for the payment of employee benefits without interruption and to provide assurance that the Village will honor its employee benefit program of paid personal leave.

Section 6. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

PASSED:

Vote to suspend the rules

Yeas 6

Nays 0

Vote on emergency measure

Yeas 6

Nays 0

To pass

Yeas 6

Nays 0

Date: JUN 14 MAY 21



PRESIDENT OF COUNCIL

Approved: 

MAYOR



FISCAL OFFICER

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. 21-21, together with a true and accurate record of adoption by the Village of Elmore, Ohio.



FISCAL OFFICER