

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE
1, CHAPTER 6, ARTICLE A RELATED TO EMPLOYEE LEAVE ACCRUAL
AND USE**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 1, Chapter 6, Article A, of the Inver Grove Heights City Code is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

1-6A-12-1: VACATION LEAVE:

- A. Amount: Employees serving their orientation period and full-time employees shall earn vacation leave according to the accrual table below:

Continuous Years Of Service	Annual Hours Of Vacation Accrual
0 through end of 5	80
Beginning of 6 through end of 8	120
Beginning of 9 through end of 12	144
Beginning of 13 through end of 17	168
Beginning of 18 or more <u>through end of 22</u>	184 <u>192*</u>
<u>Beginning of 23 and Above</u>	<u>208*</u>
<u>*Accrual rates effective beginning 8/24/19</u>	

- B. Use Of Time: Vacation leave may be used as earned, provided that the supervisor and/or department head shall determine the time at which vacation leave may be taken. No employee shall be permitted to take vacation leave in advance of accrual, except as provided for in subsection 1-6A-13-4D3c of this article. ~~Vacation leave shall accrue during a new employee's orientation period, but not be eligible for use until the completion of six (6) months of continuous service.~~
- C. Accrual: Beginning January 1, 2020, employees may accrue vacation leave to a maximum of two hundred forty eighty (240 280) hours. ~~In the event an employee has been unable to take advantage of vacation leave as earned with the result said employee has accumulated a total of two hundred forty (240) hours' vacation, one may be absent from work with notice to take vacation leave and thus prevent the loss of vacation leave beyond the maximum of two hundred forty (240) hours.~~

Any vacation hours accrued beyond the two hundred ~~forty eighty~~ (240 ~~280~~) hour limit must be taken as it is accrued, otherwise such hours are ~~it is~~ ineligible for accrual, subject to subsection D of this section.

- D. Accrual Waiver: The maximum amount of vacation leave (~~240~~) that can be accrued by individual employees may be waived by the city administrator. The waiver may be a result of, but not limited to, department reorganization, position vacancies, excessive workloads and procedural or system changes.
- E. Waiver Restriction: Vacation leave is intended as a period of rest and relaxation and shall not be waived by an employee for the purpose of receiving double pay.
- F. Entitlement Upon Termination or Death: Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated for vacation leave accrued to the date of separation. Upon an employee's death, the spouse, designated beneficiary or estate shall be paid the benefit.
- G. Scheduling: While every effort will be made to give employees the vacation period requested; vacations will be scheduled to ensure normal operation of the department. (Ord. 1231, 2-28-2011)

1-6A-12-3: FUNERAL LEAVE:

A maximum of three (3) days' paid absence from duty is permitted in the event of death in the immediate family. "Immediate family", for the purpose of this section, means the employee's spouse child or parent. (Ord. 888, 3-11-1997; amd. 2008 Code) or domestic partner, or the following kin of either the employee or the employee's spouse or domestic partner: children, mother, father, sister, brother, grandchild or grandparents, or any of the above step- or in-law relations.

1-6A-7: ORIENTATION PERIOD:

- E. Benefits During Orientation Period: An employee, ~~during the orientation,~~ is eligible to use personal and vacation leave as it is accrued, during the orientation period. ~~Vacation leave will accrue from the start date of the employee, but is not eligible for use until after the completion of six (6) months of continuous service.~~ Group health and welfare benefits shall start from the first day of the month following employment; however, any waiting period shall be according to the terms of the group health policy. (Ord. 888, 3-11-1997)

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the ____ day of _____, 2020.

CITY OF INVER GROVE HEIGHTS

By: _____

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk