

**RESOLUTION #12-508**

**A RESOLUTION of the Town of Twisp, Washington, modifying the Town of Twisp Personnel Policy Manual.**

**WHEREAS**, it has been determined that the current Section 8.2 (a - f) of the Town of Twisp Personnel Manual (Revision January 2012), hereinafter referred to as "Personnel Manual" should be modified; and

**WHEREAS**, the Town Council of the Town of Twisp has determined that it is in the best interest of the Town and the Town employees to make such modifications:

**8.2 VACATION**

(a) Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned By Full-Time Employee</u>
0 – 6 months	0 hours
6 months – 1 year	40 hours
1-4 years	80 hours/year
5-15 years	120 hours/year
16+ years	160

Vacation will be accrued to each employee's account on their anniversary date each year (with the exception of the first year when it will be accrued to their account the day they complete their probationary period) and will be pre-loaded. The employment year runs from anniversary date to anniversary date. (i.e. a full-time employee who starts 4/1/08 will accrue 40 hours on 10/1/08 if he successfully completes his probationary period by that date and will accrue 80 hours on 4/1/09, his first anniversary.)

(b) Each department is responsible for scheduling its employee's vacations without undue disruption of department operations. Leave requests should be submitted at least two weeks prior to taking vacation leave whenever possible.

(c) The maximum number of vacation hours, which may be carried over from one employment year to the next is 40 hours with the prior approval of the Mayor.

(d) Regular Part-Time Employees working 20 hours but less than 40 hours per week shall receive half benefits or as negotiated with the Mayor.

(e) No more than 40 hours of accrued vacation, approved by the Mayor may be carried over an employee's anniversary date. Any hours over 40 will be forfeited.

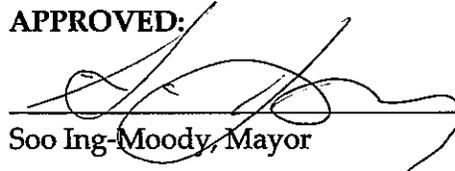
(f) Any earned but unused vacation will be forfeited at the time of an employee's termination or voluntary resignation.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Twisp, as follows:

The Personnel Policy Manual titled "Revision November 2012" is attached and is adopted as the new set of guiding policies and procedures for the staff and officials of the Town of Twisp.

**PASSED** by the Town Council this 13<sup>th</sup> day of November, 2012.

**APPROVED:**

  
Soo Ing-Moody, Mayor

**ATTEST:**

  
Jackie Moriarty, Clerk/Treasurer