

CITY OF THORNE BAY  
ORDINANCE 17-07-18-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,  
AMENDING TITLE 2-ADMINISTRATION AND PERSONNEL, CHAPTER 2.24-OFFICERS AND  
EMPLOYEES, SECTION 2.24.060-ANNUAL LEAVE

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA;

Section 1. Classification. This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.

Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.

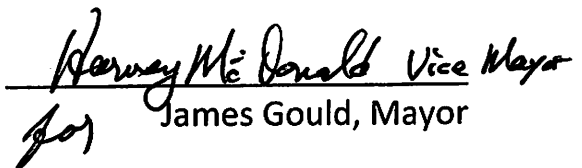
Section 3. Amendment of section. The title and chapter of Title 2-Administration and Personnel, Chapter 2.24-Officers and employees Section 2.24.060-Annual leave is hereby added to the Thorne Bay Municipal Code.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED July 18, 2017

ATTEST:

  
Teri Feibel, CMC

  
James Gould, Mayor

Additions are in bold and underlined

**Title 2 - Administration and personnel  
Chapter 2.24 - Officers and employees**

2.24.060 Annual leave.

~~E. Leave Without Pay Status. The mayor, or his/her designee, may grant leave without pay status to an employee at his/her request. Such leave request must be made in writing and must be made two weeks in advance unless precluded by extenuating circumstances. Such leave shall be limited to one month for each full month of service, to a maximum of twenty four months.~~

E. Leave-Without-Pay-Status. The mayor, or his/her designee, may grant leave-without-pay status to an employee at his/her request **PROVIDED THE MAYOR, OR HIS/HER DESIGNEE DETERMINE THE LEAVE DOES NOT CAUSE A HARDSHIP TO THE CITY.** Such leave request must be made in writing and must be made **AT LEAST FOUR** ~~two~~ weeks in advance unless precluded by extenuating circumstances. **AN EMPLOYEE MAY NOT TAKE LEAVE WITHOUT PAY IF THE EMPLOYEE HAS ACCRUED LEAVE AVAILABLE FOR USE.**

**LEAVE WITHOUT PAY SHALL BE CLASSIFIED IN TWO CATAGORIES:**

- 1. SHORT TERM UP TO 3 MONTHS THAT DOES NOT REQUIRE THE FILLING OF THAT POSITION. UNDER SHORT TERM LEAVE THE EMPLOYEE MAY CONTINUE TO RECEIVE BENEFITS IF GRANTED AS PART OF LEAVE REQUEST.**
- 2. LONG TERM LEAVE OVER 3 MONTHS OR REQUIRING THE FILLING OF THAT POSITION WILL BE CONSIDERED A TERMINATION WHICH WILL INCLUDE THE TERMINATION OF ALL BENEFITS. AN EMPLOYEE MUST EXHAUST ALL THEIR EARNED VACATION AND SICK LEAVE BEFORE LEAVE WITHOUT PAY IS CONSIDERED. EMPLOYEES RETURNING AFTER LONG TERM LEAVE WILL BE GIVEN PRIORITY FOR ANY EMPLOYMENT OPPORTUNITIES THE CITY MAY HAVE ASSUMING THE EMPLOYEE LEFT IN GOOD STANDING.** ~~Such leave shall be limited to one month for each full month of service, to a maximum of twenty four months.~~

2.24.030 Employment. A. Permanent Employees. Permanent appointments are made to positions which are considered to be part of the regular complement work force needed to perform municipal services.

1. Full-time. Where the work week is forty hours on a regular basis;
2. Part-time. Where the work is done during a portion of a work day, ~~or~~ work week, **OR WORK YEAR** and totals at least twenty hours but less than forty hours a week on a regular basis;