

**VILLAGE OF WATERLOO
RESOLUTION NO. 04-15-24-03**

WHEREAS, the Board of Trustees of the Village of Waterloo adopted the Personnel Policies Manual of the Village of Waterloo on February 25, 2008; and

WHEREAS, proposed revisions to said manual changes the award date of vacation time and holiday pay to 90 days.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the Personnel Policies Manual of the Village of Waterloo, as revised, and attached hereto as Exhibit "A", is hereby adopted and,

FURTHER, THAT, the Personnel Policies Manual of the Village of Waterloo, as it previously existed, is hereby repealed.

PASSED AND APPROVED this 15 day of April, 2024.

ATTEST:

Melissa Smith
Melissa Smith
Clerk



Travis Harlow
Travis Harlow
Chairperson

6.2 VACATION LEAVE

Paid Vacation Leave

Vacation pay is awarded based on the employee's years of employment. Vacation credits are awarded at each pay period.

Vacation Leave Accrual

Eligible full-time employees accrue vacation leave from their date of hire according to the following schedule:

<u>Years of Continuous Service</u>	<u>Annual Vacation</u>
• After <u>90 days through one year</u>	5 days or 40 hours
• Two through five years	10 days or 80 hours
• Six through ten years	15 days or 120 hours
• Eleven through fifteen years	20 days or 160 hours
• After sixteen years	25 days or 200 hours

Eligible part-time employees shall earn paid vacation credits as defined in Section 6.13, "Part-time employee Staggered Benefit Plan".

Vacation leave must be used within one (1) year after the calendar year in which it is earned or it shall be deemed forfeited; provided however that a maximum of forty (40) hours per year (and 200 hours maximum accumulation at any one time) may be carried forward from one year to another.

Upon separation of employment from the Village, an employee shall be paid his/her accumulated vacation leave.

Restrictions

- Vacation leave may be used only after ~~one (1) year~~ 90 days of continuous employment.
- Where practical, vacation days shall receive prior approval of the Trustee in charge of the particular department.
- While Department Heads and/or Trustees will in all cases attempt to approve vacation schedules as requested, the needs of the department and/or Village shall take precedence in the scheduling process.
- Employees may not take over two weeks vacation leave in one month without the written approval of the Board of Trustees.
- Payment for vacation leave shall be in increments of hours. Holidays that occur during vacation leave shall not be charged against the employee's vacation hours.

6.3 HOLIDAYS

Eligibility

Eligible full-time employees shall be paid holiday leave as defined by the Village Board after ~~one full year~~ 90 days of employment.

Eligible part-time employees shall be paid holiday leave as defined in Section 6.13, "Part-time employee Staggered Benefit Plan".

Holidays recognized by the Village:

HOLIDAYS

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

Personal Day

DATE OBSERVED

January 1st

Third Monday in January

Third Monday in February

Last Monday in May

June 19th

July 4th

First Monday in September

November 11th

Fourth Thursday in November

December 25th

At Employee's Request

Provisions

- Holidays which occur on Saturday will be observed on the preceding Friday.
- Holidays which occur on Sunday shall be observed on the following Monday.
- Payment for holiday leave shall be limited to employees who worked the day immediately preceding and the work day immediately following the holiday unless the employee is on scheduled vacation or the day before and day after are a regularly scheduled day off.
- If an employee is absent the work day immediately preceding or the work day immediately following the holiday due to a serious illness, hospitalization, or death of a family member, they may be paid for the holiday with approval of their direct supervisor and appropriate documentation. (Doctor's note, Obituary, etc.)
- Employees who are **required** to work on a holiday may receive regular pay plus holiday pay for all hours worked, equating to double time, or they may substitute another day off to replace a holiday.
- The Personal Day must be taken during each calendar year and may not be carried over from year to year. The Personal Day cannot be taken prior to completing one year of employment.