

RESOLUTION NO. 18-33
A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTION 6070
AND OF THE PERSONNEL POLICY MANUAL CLARIFYING THE APPROVAL
PROCESS FOR UNPAID LEAVE

WHEREAS, The City Council, from time to time, reviews and adopts policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements and benefits to City employees; and

WHEREAS, The City Council has reviewed the proposed amendment to the Personnel Policy Manual and has determined the need to add language to clarify department director responsibilities when approving unpaid leave sections; and

WHEREAS, The City Council believes these changes to the Personnel Policy Manual are in the best interest of the employees of Draper City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

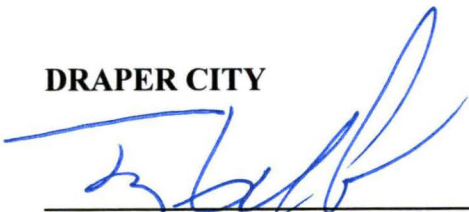
Section 1. Amendment. The Draper City Council does hereby adopt the amendment to the Personnel Policy to include Section 6050 as attached hereto as Exhibit "A".

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 17th DAY OF APRIL, 2018.



DRAPER CITY


Mayor Troy K. Walker

ATTEST:



Rachelle Conner, MMC, City Recorder

VOTE TAKEN:

YES

NO

Councilmember Green



Councilmember Lowery



Councilmember Summerhays



Councilmember Vawdrey



Councilmember Weeks



Mayor Walker

EXHIBIT "A"

Section 6070 - UNPAID LEAVE

2. Employees are expected to apply for leave in advance using the Request for Unpaid Leave form, giving as much detail about the absence as possible and providing supporting documents where applicable. The request form will be reviewed and signed by the Department Director. **The Department Director and Human Resource Director will prepare a plan that provides for coverage of job duties and which has no impact to the department budget. The ~~and a~~ recommendation will be forwarded to the City Manager for final approval.**