

STATE OF ALABAMA)
COUNTY BLOUNT)
TOWN OF SNEAD)

ORDINANCE 2014-01

An Ordinance Amending the Personnel Policy/Manual of the Town of Snead

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNEAD, ALABAMA,
AS FOLLOWS:

That Ordinance Number 2014-01 be and is hereby adopted as amendments to the Personnel Policy/Manual of the Town of Snead, Alabama.

1. The Personnel Policy/Manual of the Town of Snead, Alabama be and is hereby amended by adding the following paragraphs to Section 7;

1. Vacation Policy:

One Week (Five days/ Forty hours)

- a. Employees must take all five (5) days off- any days that are not taken off by January First (1st) of the following year will be terminated.

Two weeks (Ten days/ Eighty hours)

- b. Employees must take one week (five days/ forty hours) off the second week (five days/forty hours) can be taken off or can be cashed in after December First (1st) or any days less than one week (five days/forty hours); any days that are not taken by January first (1st) of the following year will be terminated.

Three Weeks (Fifteen Days/ One Hundred twenty hours)

- c. Employees must take two weeks (ten days/ eighty hours) off the third week (five days/ forty hours) can be cashed in after December first or any days left less than one week (five days/ forty hours) any days that are not taken by January First (1st) of the following year will be terminated.
- d. All Vacation must be cleared through the Department head and the Department head will report to the Mayor. All vacations must be signed up and approved two weeks in advance; unless it is an emergency situation.

IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNEAD, ALABAMA, that this ordinance shall become effective immediately on its passage and

publication as required by law. All Ordinances or parts Ordinances in conflict with this ordinance are hereby repealed.

ADOPTED THIS THE 12th DAY OF MAY, 2014.


Curtis Painter, Mayor

Phillip McHan, Councilmember

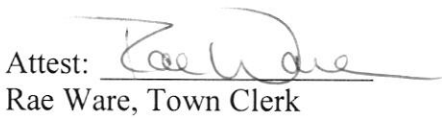

Charles Sanders, Councilmember


Tim Kent, Councilmember


Greg Ogles, Councilmember


Dale Snead, Councilmember

I, the undersigned Town Clerk for the Town of Snead, Alabama, do hereby certify that the above and foregoing Ordinance was approved and adopted by the Town Council of the Town of Snead, Alabama on the 12th day of May, 2014.

Attest: 
Rae Ware, Town Clerk

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