

RESOLUTION NO. R-25 -2021

**A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
AMENDING THE EAGLE MOUNTAIN CITY
POLICIES AND PROCEDURES MANUAL**

PREAMBLE

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Eagle Mountain City Policies and Procedures Manual in use up to the date of this Resolution; and

WHEREAS, the Eagle Mountain City Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit A;

BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

1. The Eagle Mountain City Policies and Procedures Manual is hereby amended and adopted as set forth specifically in Exhibit A.
2. This Resolution shall take effect upon its first publication or posting.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 7th day of December 2021.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:

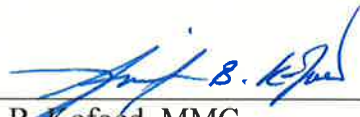

Fionnuala B. Kofoed, MMC
Director of Administrative Services/City Recorder



CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 7th day of December, 2021.

Those voting aye:	Those voting nay:	Those excused:	Those abstaining:
<input type="checkbox"/> Donna Burnham	<input checked="" type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham
<input checked="" type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark
<input checked="" type="checkbox"/> Colby Curtis	<input type="checkbox"/> Colby Curtis	<input type="checkbox"/> Colby Curtis	<input type="checkbox"/> Colby Curtis
<input checked="" type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray
<input checked="" type="checkbox"/> Carolyn Love	<input type="checkbox"/> Carolyn Love	<input type="checkbox"/> Carolyn Love	<input type="checkbox"/> Carolyn Love



Fionnuala B. Kofoed, MMC
Director of Administrative Services/City Recorder

Exhibit A

13.10 | Holiday Leave

Last Revision: 12/07/2021

- A. The City provides 12 paid holidays each calendar year to all full-time employees. The employee may take his/her holiday on the nearest regularly scheduled workday in the same pay period, if approved by his/her supervisor. The twelve (12) paid holidays consist of the following:
 - 1. New Year's Day: January 1
 - 2. Dr. Martin Luther King, Jr. Day: Third Monday in January
 - 3. Presidents Day: Third Monday in February
 - 4. Memorial Day: Last Monday in May
 - 5. Independence Day: July 4
 - 6. Pioneer Day: July 24
 - 7. Labor Day: First Monday in September
 - 8. Veterans Day: November 11
 - 9. Thanksgiving Day: Fourth Thursday in November
 - 10. Day after Thanksgiving: Friday after Thanksgiving
 - 11. Christmas Eve: December 24
 - 12. Christmas Day: December 25
- B. Shift Work Holidays: Those employees on shift work may have to work on recognized holidays.
- C. General employees who are called back to work on City-recognized holidays will be paid for the holiday and for the hours worked.
- D. When a non-exempt employee is unable to take a holiday on the scheduled day, the holiday must be taken within 30 days of the scheduled holiday. When an exempt employee is unable to take a holiday on the scheduled day, the holiday must be taken within 90 days of the scheduled holiday.
- E. Holiday pay will not be paid if it is the employee's first or last day of employment.