

Resolution authorizing carryover of vacation for Employees covered under the Employee Handbook.

### RESOLUTION

WHEREAS, Resolution 2003-06-045 established a vacation carryover policy permitting employees to carryover vacation, subject to approval, into the succeeding calendar year, and

WHEREAS, the vacation carryover policy requires all vacation be used by March 31<sup>st</sup> of the succeeding calendar year, and

WHEREAS, the vacation carryover policy was applied to all union and non-union employees, and

WHEREAS, the administration of the vacation carryover policy requires considerable staff time from Finance, Human Resources, and Department managers and supervisors, and

WHEREAS, to create better efficiencies for management and administrative staff, and to provide more flexibility to our employees, it is desirous to amend the vacation carryover policy specifically to employees covered under the Employee Handbook, to automatically carryover any earned unused vacation, not to exceed two (2) weeks, into the subsequent calendar year, and

WHEREAS, any vacation carried over into the subsequent year must be used by the last full pay period of that year, or it shall be removed from the employees accrual account, and

WHEREAS, any vacation remaining at year end which exceeds two (2) weeks shall be removed from the employees accrual account.


NOW THEREFORE BE IT RESOLVED that this resolution shall supersede Resolution #2003-06-045 specifically and only to employees covered under the Employee Handbook.

BE IT FURTHER RESOLVED the automatic carryover of vacation shall affect any unused vacation earned in 2015, for carryover into 2016.

BE IT FURTHER RESOLVED that the Director of Finance and Director of Human Resources are hereby authorized to take and all steps necessary to effectuate this resolution.

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*I, Teri Lehrke, certify that this resolution was duly and officially adopted by the Common Council of the City of La Crosse on October 8, 2015.*



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Teri Lehrke, City Clerk  
City of La Crosse, Wisconsin