



**TOQUERVILLE CITY  
RESOLUTION #RES.2019.13**

**A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR TOQUERVILLE CITY, SECTION XIX LEAVES OF ABSENCE, ITEM 3 - HOLIDAY LEAVE**

WHEREAS, Toquerville City adopted by resolution a Personnel Policies and Procedures Manual on December 13, 2007.

WHEREAS, The Personnel Policies and Procedures Manual is intended to be a working document to be reviewed regularly by those appointed by the Mayor and/or when the City Council sees the need of updating it to reflect City and State laws and modifications of City practices and procedures for conducting business; and

WHEREAS, The Council wishes to grant City Employees paid holidays similar to and in-line with Utah State Holidays.

THEREFORE BE IT RESOLVED, that the Toquerville City Council shall adopt the following amendments to the PERSONNEL POLICIES AND PROCEDURES MANUAL for TOQUERVILLE CITY.

**SECTION XIX: LEAVES OF ABSENCE**

**3. PAID HOLIDAY LEAVE.**

A. Holidays which apply to full **and part -** time employees are:

- (1) New Year’s Day.....January 1<sup>st</sup>
- (2) Martin Luther King Jr. Day.....3<sup>rd</sup> Monday in January
- (3) President’s Day.....3<sup>rd</sup> Monday in February
- (4) Memorial Day.....Last Monday in May
- (5) Independence Day.....July 4<sup>th</sup>
- (6) Pioneer Day.....July 24<sup>th</sup>
- (7) Labor Day.....1<sup>st</sup> Monday in September
- (8) Veterans Day.....November 11th
- (9) Thanksgiving Day.....4<sup>th</sup> Thursday & following Friday in November
- (10) Christmas Day.....December 25<sup>th</sup>

B. If any of the above holidays fall on Saturday, then the preceding Friday or

Monday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.


~~C. Holidays which will apply to part time employees are:~~

- ~~(1) New Year's Day.....January 1<sup>st</sup>~~
- ~~(2) Independence Day.....July 4<sup>th</sup>~~
- ~~(3) Labor Day.....1<sup>st</sup> Monday in September~~
- ~~(4) Thanksgiving Day.....4<sup>th</sup> Thursday & following Friday in November~~
- ~~(5) Christmas Day.....December 25<sup>th</sup>~~


ADOPTED by the City Council of Toquerville City, Utah this 12th day of December 2019 ON THE FOLLOWING VOTE:

Councilperson:

Justin Sip	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Keen Ellsworth	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Ty Bringhurst	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Alex Chamberlain	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>
Paul Heideman	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Abstain/Absent <input type="checkbox"/>

By:   
Lynn Chamberlain, Mayor

Date: December 12, 2019

Attest:   
Dana McKim, City Recorder

