

RESOLUTION 2025-127

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK (AMENDMENT #6)

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

V. TIME OFF BENEFITS

2. SICK LEAVE

All regular full-time employees shall be entitled to accrue sick leave. Employees shall accrue sick leave at a rate of **3.382 hours per pay period** to a lifetime maximum of 560 hours. All hours above 560 will be forfeited.

For regular full-time employees, the pay for a day of sick leave will be at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight. An employee continues to accrue sick leave time even while on sick leave.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position.
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance.
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Employees who are unable to report for work because of illness are to notify their Supervisor/Department Director before the regular work day begins. If the employee is sick for more than 3 consecutive days, a doctor's note will be required to be submitted to the City Administrator.

3. HOLIDAYS

The City observes the following holidays. Full-time employees will receive eight hours compensation for the following City holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

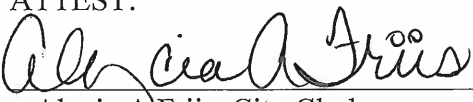
Those employees whose regular work week is Monday through Friday, if the holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #6 to the West Branch Employee Handbook is hereby approved.

Passed and approved this 21st day of November, 2025.


Colton Miller, Councilperson Appointed by
Mayor Laughlin

ATTEST:


Alycia A. Friis, City Clerk