

RESOLUTION NO. 2019-67a

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MARINA DELEGATING AUTHORITY TO APPROVE EMERGENCY CASH DRAWS ON
VACATION LEAVE**

WHEREAS, the City of Marina has an employee handbook stating City of Marina work rules; and

WHEREAS, under section 8 B 1, the handbook states: “Emergency Cash Draw on vacation. Under extreme financial need, caused by either a death or medical emergencies in the family, at the request of the member, the City manager with approval of the City Council may grant up to eighty (80) hours of cash draw on accrued vacation time if such a practice is not precluded by law or regulation”; and

WHEREAS, such emergencies are best served if addressed quickly; and,

WHEREAS, the authority to grant such cash requests are limited to 80 hours of vacation time, only if the employee has such time; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MARINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Manager is hereby delegated the authority to approve emergency vacation payouts:

PASSED and ADOPTED by the City Council of the City of Marina at a special meeting duly held on this 24th day of June 2019 by the following vote:

AYES, COUNCIL MEMBERS: Berkley, Urrutia, Morton, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: O’Connell

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

June 21, 2019

Item No: **4b**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 24, 2019

**CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2019,
DELEGATING AUTHORITY TO APPROVE EMERGENCY VACATION
PAYOUTS UPON VERIFICATION OF AN EMERGENCY AND LIMITED
TO AVAILABLE ACCRUED VACATION UP TO 80 HOURS AS
SPECIFIED IN THE CITY OF MARINA EMPLOYEE HANDBOOK**

REQUEST:

It is requested that the City Council:

1. Adopt Resolution No. 2019-, Delegating the authority to approve up to 80 hours of emergency vacation payouts upon verification of an emergency and if an employee has available accrued sick leave.

BACKGROUND:

The City's employee handbook states under 8.B.1 the following:

Emergency Cash Draw on Vacation. Under extreme financial need, caused by either a death or medical emergencies in the family, at the request of the member, the City manager with approval of the City Council may grant up to eighty (80) hours of cash draw on accrued vacation time if such a practice is not precluded by law or regulation.

Given that such draws are to address a personal emergency and the City desires to allow an employee the consideration to address their emergencies privately, it appears appropriate to delegate the approval authority for such requests to the City Manager.

ANALYSIS:

The current employee handbook authorizes in specific cases an employee to request a cash payout of their vacation leave if approved by BOTH the City Manager and City Council. This two-step process requires more time and makes public an employees' emergency. Further, the amount of time that can be granted is limited by an employees accrued vacation leave up to 80 hours.

The City Manager has one such request at present and seeks the Council's direction.

FISCAL IMPACT:

Vacation leave will eventually be paid as time off or as cash. Thus, the cost impact is neutral.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Eric Frost
Finance Director
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina