



ORDINANCE 2024-02(A)

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN,
CHAPTER 29 THEREOF, ENTITLED PERSONNEL**

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND
HEREBY ORDAINS:

Section 1. Chapter 29. Personnel, Article IX Holidays, Benefits, and Leave, of the Code of
the Town of Georgetown is hereby amended as follows:

§ 29-64 Vacation leave

A. All regular full-time and regular part-time employees, whether paid on an hourly or
salaried basis, shall be entitled to vacation leave as follows:

1) Full-time employees shall be granted vacation leave in accordance with the
following schedule:

Years of Completed Service	Vacation Leave Earned (hours/month)
Probationary period completion to 5	6.66
6	7.33
7	8.00
8	8.66
9	9.33
10	10.00
11	10.66
12	11.33
13	12.00
14	12.66
15 and over	13.33

Years of Completed Service	Vacation Leave Earned (hours/month)	Vacation Leave Earned (hours/year)
<u>0 – 5</u>	<u>10</u>	<u>120</u>
<u>6</u>	<u>10.5</u>	<u>126</u>
<u>7</u>	<u>11</u>	<u>132</u>
<u>8</u>	<u>11.5</u>	<u>138</u>
<u>9</u>	<u>12</u>	<u>144</u>
<u>10</u>	<u>12.5</u>	<u>150</u>
<u>11</u>	<u>13</u>	<u>156</u>
<u>12</u>	<u>13.5</u>	<u>162</u>
<u>13</u>	<u>14</u>	<u>168</u>
<u>14</u>	<u>14.5</u>	<u>174</u>
<u>15</u>	<u>15</u>	<u>180</u>
<u>16</u>	<u>15.5</u>	<u>186</u>
<u>17</u>	<u>16</u>	<u>192</u>
<u>18</u>	<u>16.5</u>	<u>198</u>
<u>19</u>	<u>17</u>	<u>204</u>
<u>20</u>	<u>17.5</u>	<u>210</u>
<u>21</u>	<u>18</u>	<u>216</u>
<u>22</u>	<u>18.5</u>	<u>222</u>
<u>23</u>	<u>19</u>	<u>228</u>
<u>24</u>	<u>19.5</u>	<u>234</u>
<u>25</u>	<u>20</u>	<u>240</u>

- 2) Part-time employees will ~~may~~ **accrue vacation at** be granted **one-half** a pro-rated amount **the rate of a full-time employee** of vacation leave for each calendar month of service.
- 3) Temporary employees are not eligible for vacation leave.
- 4) Vacation leave shall be credited to the employee on the first pay of the following month.
- 5) An employee shall not be entitled to vacation leave until he/she has been employed continuously for at least six months, and has successfully completed a standard probationary period. After successful completion of the probationary

period, the employee shall be credited with ~~60~~ 40 hours of vacation leave and shall accrue vacation leave as provided by this chapter.

- 6) **Increased vacation accrual amounts for “years of completed service” will commence with the pay period following the anniversary date for the applicable years of service.** ~~An employee may carry over a maximum of 160 hours of vacation leave per calendar year. Vacation time in excess of 160 hours shall be used prior to December 31 of each year or forfeited, unless the vacation time requested has been denied in writing by the department head or Town Manager.~~
- B. An employee may **carry over** accumulate up to a maximum of 160 hours of accrued vacation leave. Vacation time earned in excess of the maximum limit shall be used or forfeited, **by the end of the calendar year**, unless the vacation time requested has been denied in writing by the department head or Town Manager.
- C. Employees will be compensated for unused vacation leave accumulated up to the date of separation at the regular base rate of pay.
- D. All vacations **time** shall be taken at such time as shall be approved by the ~~head of the~~ department **head**. Vacations shall be scheduled at such times as the department head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the department head prior to the commencement of the requested vacation.
- E. Vacation leave will not accrue while an employee is on leave of absence without pay. Accrued and unused vacation leave may be used to supplement sick leave if the employee has exhausted sick leave accruals. Vacation credit earned by an employee cannot be transferred to another employee.
- F. **If a Town holiday occurs during vacation time, the employee shall be paid holiday time for that day, and it shall not be charged against vacation time.** ~~Paid holidays occurring during vacation are not charged to vacation.~~
- G. Other vacation leave provisions.
- 1) Department heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy and advising the Town Manager of pending employee vacations.
 - 2) The Town Manager shall approve all vacation ~~schedules~~ **requests** for department heads.
 - 3) Vacation approvals by department heads and by the Town Manager shall be made only when the efficiency of Town operations will not be adversely affected.

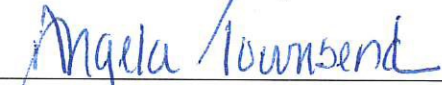
- 4) A department head and next ranking subordinate employee may not ~~cannot~~ take vacations at the same time unless approved by the Town Manager in writing.:
- H. While on vacation leave or sick leave an employee shall continue to earn vacation time and sick leave credit. An employee who converts vacation and sick leave to terminal leave shall not continue to earn vacation and/or sick leave while on terminal leave.
- I. If the Town Manager determines that unusual and extenuating circumstances exist which justify allowing an employee to be excused from the vacation carry-over limits requirements of this section for a particular year, he/she may do so. An employee must submit a ~~make the~~ request to the Town Manager in writing prior to December 1 of the year in question. Such approvals ~~to accumulate excessive annual leave~~ must be documented, in writing, in the employee's personnel record. ~~These approvals for excessive leave have no expiration date by which the granted excessive leave accumulation must be used.~~

Section 2. The new rate of accrual will be applied on the first pay of April 2024 for the month of March 2024 accruals.

11th BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the day of March, A.D., 2024.



William E. West, Mayor



Angela C. Townsend, Secretary

Planning Commission Public Hearing: Not Required

Town Council Public Hearing: Not Required

1st Reading: February 26, 2024

2nd Reading: March 11, 2024

Adoption: March 11, 2024