

# CITY OF CONCORD

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*In the year of our Lord two thousand and twenty-three*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 34, Personnel Rules and Regulations, Article 34-11, Leave.

## **The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 34, Personnel Rules and Regulations, Article 34-11, Leave, by amending Section 34-11-1, Annual Leave, as follows:

34-11-1 – Annual Leave.

(a) All permanent employees shall accrue annual leave on the basis of a portion of an hour of annual leave for each work hour in the employee's standard work schedule (e.g., 0.00500 × 40 hrs.) as follows:

<del>Period of Continuous Employment (years)</del>	<del>Hourly Accrual Rate</del>
<del>0-5</del>	0.0500
<del>6-10</del>	0.0615
<del>11-15</del>	0.0731
<del>16-20</del>	0.0846
<del>21-25</del>	0.0962
<del>Over 25</del>	0.1040

<i>Period of Continuous Employment (years)</i>	<i>Non-Exempt Employee Hourly Accrual Rate</i>
<i>0-1</i>	<i>0.0577</i>
<i>2-5</i>	<i>0.0769</i>
<i>6-10</i>	<i>0.0962</i>
<i>Over 10</i>	<i>0.1154</i>

<i>Period of Continuous Employment (years)</i>	<i>Exempt Employee Hourly Accrual Rate</i>
<i>0-5</i>	<i>0.0962</i>
<i>6-10</i>	<i>0.1154</i>
<i>Over 10</i>	<i>0.1250</i>

The standard work year, in hours, resulting from the City's most common standard workweeks is shown below and the yearly accrual of leave for a person accruing at 0.0500 is illustrated for each of these standard work years (0.0500 × 1950 etc.):

Standard Work Week in Hours	Standard Work Year in Hours	Annual Accrual in Hours
37.5	1950	97.5
40.0	2080	104

More than five (5) days in a non-pay status during any single calendar month will constitute the loss of a month worked for both annual and sick leave credit purposes.

- (b) Annual leave may be accrued to a maximum of two and one-half (2.5) times the employee's actual accrual rate.
- (c) If a permanent employee, while in the City's service, dies and there is remaining to his credit days of annual leave, it shall be payable to the following classes in the following order of priority:
  - (1) A named beneficiary whose name has been filed by said employee with the head of the department in which he is employed;
  - (2) When not having so filed a named beneficiary, to his spouse; or
  - (3) When not having named a beneficiary or not being survived by a spouse, to the estate of the deceased.
- (d) If a permanent employee retires or resigns from the service of the City or is otherwise discontinued therefrom, the employee shall be entitled to receive a lump sum payment of all accumulated annual leave.

~~(e) Notwithstanding other provisions of this Code, any department head hired by the City prior to January 1, 2010 will be paid under option one below. Any department head hired by the City on or after January 1, 2010, will be given the option upon hiring of selecting only one of the following two (2) options.~~

~~(1) When the department head has served continuously in the employ of the City, in any paid capacity for a period of at least five (5) years, he/she will be deemed to have to his/her credit thirty (30) days of annual leave. Lump sum payment will be made in accordance with subsection (d) above, unless the department head is terminated for cause.~~

~~(2) The department head may elect to accrue annual leave at a higher rate for the first ten (10) years of employment as outlined in the following table 34-11-1(a) Department Head Annual Leave:~~

TABLE 34-11-1(a)  
DEPARTMENT HEAD ANNUAL LEAVE

<del>Period of Continuous Employment (years)</del>	<del>Hourly Accrual Rate</del>
<del>0—5</del>	<del>0.0615</del>
<del>6—10</del>	<del>0.0731</del>

11—15	0.0731
16—20	0.0846
21—25	0.0962
Over 25	0.1040]

*(e) When the department head has served continuously in the employ of the City, in any paid capacity for a period of at least five (5) years, he/she will be deemed to have to his/her credit thirty (30) days of annual leave. Lump sum payment will be made in accordance with subsection (d) above, unless the department head is terminated for cause.*

(f) For the purpose of this section only full-time employees of the City with more than [~~six~~ (6)] **one (1)** month[s] of continuous service shall be considered permanent employees.

(g) The City Manager may modify the annual accrual rate for any City employee.

**SECTION II:** This ordinance shall take effect upon the first of the month following its passage.

Explanation: Matter added to the current ordinance appears in ***bold italics***.  
Matter removed from the current ordinance appears in [brackets and ~~struck through~~].