

**TOWN OF LEEDS
RESOLUTION NO. 2021-06**

**A RESOLUTION AMENDING THE POLICIES AND PROCEDURES MANUAL PERTAINING TO
BENEFITS GRANTED TO EMPLOYEES**

WHEREAS, The Town of Leeds adopted a Policies and Procedures Manual in January 2013; and

WHEREAS, Resolution 2013-03 adopted Section 18-3.A-C pertaining to holiday pay for town employees; and

WHEREAS, the Town Council finds that this section is causing concern and confusion with the Utah Retirement System Board regarding eligibility and mandatory participation in the retirement system; and

WHEREAS, it is the intent of the Town Council to remove such provisions regarding “holiday” pay to eliminate these issues.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Leeds that Section 18.18.3.A-C pertaining to “holidays” of the Policies and Procedure Manual be deleted in its entirety and not replaced. (As shown on Exhibit A).

PASSED, APPROVED AND ADOPTED by the Town Council of the Town of Leeds on this the 13th day of October, 2021.

TOWN OF LEEDS

By: Wayne Peterson
Wayne Peterson, Mayor

ATTEST:

Annali Steed
Town Secretary Clerk/Recorder

EXHIBIT A

Town of Leeds Policies and Procedures Manual

3. Holiday leave.

A. Paid Holidays are:

- | | |
|-------------------------------|--------------------------------------|
| • New Year's Day | January 1 st |
| • Martin Luther King, Jr. Day | 3 rd Monday in January |
| • Washington's Birthday | 3 rd Monday in February |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 th |
| • Pioneer Day | July 24 th |
| • Labor Day | 1 st Monday in October |
| • Columbus Day | 2 nd Monday in October |
| • Thanksgiving Day | 4 th Thursday in November |
| • Christmas Day | December 25 th |

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

C. Employees are paid for Holiday Leave based on their basic workweek schedule. An employee who has a basic work week schedule of 4 hours a day would receive 4 hours holiday pay, while one who has an 8 hour a day basic work week schedule would receive 8 hours holiday pay on the paid holiday. If an employee does not have a basic work week schedule, such as an on-call or as needed basis employee, no holiday pay will be paid to e employee.