

## RESOLUTION 2022-14

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO THE TOWN'S PERSONNEL POLICIES AND PROCEDURES; REVISING AND CLARIFYING SECTION 7.4 -- THE LONGEVITY ADMINISTRATIVE LEAVE POLICY; PROVIDING AN EFFECTIVE DATE.

*Now, Therefore, Be It Resolved* by the Town Council of the Town of Windermere:

1. **Background and purpose.** On May 10, 2022, the Town Council approved and adopted the Town of Windermere Personnel Policies and Procedures Manual. The Town now desires to revise and clarify the Longevity Administrative Leave Policy in Section 7.4 of the Town of Windermere Personnel Policies and Procedures to provide that on an employee milestone anniversary which occurs every five years after the date that the employee has been employed by the Town, the employee will receive an additional day of leave. On the employee's next milestone anniversary, the employee will receive two additional days of leave. This process continues for each milestone anniversary, and the additional day(s) of leave is applicable only to the milestone anniversary year.
2. **Approval of Section 7.4 of the Town Personnel Policies and Procedures.** The Town Council of the Town of Windermere hereby approves the revised Section 7.4 Longevity Administrative Leave Policy attached hereto as **Attachment A**.
3. **Ratification of the Town Personnel Policies and Procedures.** Except for the revisions to Section 7.4, all other provisions of the Town of Windermere Personnel Policies and Procedures are hereby ratified and shall remain in full force and effect.
4. **Effective date.** This Resolution shall take effect immediately upon its adoption.

*Resolved this 14th day of November 2022.*


**THE TOWN OF WINDERMERE, FLORIDA**

By: Town Council

By: \_\_\_\_\_

Jim O'Brien, Mayor

**ATTEST:**

  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk



**ATTACHMENT A**  
**Revised Policy 7.4 – Longevity Administrative Leave**

**Policy 7.4. LONGEVITY ADMINISTRATIVE LEAVE.**

- A. **SUBJECT.** Additional employee leave for certain milestones reached by employees during their employment with the Town.
- B. **PURPOSE.** To establish a procedure to provide longevity administrative leave to employees on certain anniversary milestones in appreciation for the length of their continued employment with the Town.
- C. **POLICY.** It is the policy of the Town to provide longevity administrative leave to its employees on certain anniversary milestones of their employment with the Town in appreciation for the length of their continued employment with the Town.
- D. **PROCEDURE.**
  - 1. **Accrual rate –** Regular, full-time Town employees and sworn police officers shall earn longevity administrative leave on certain milestone anniversary dates of their employment with the Town, unless otherwise agreed upon per contract.
    - a. On an employee's fifth (5<sup>th</sup>) anniversary date of employment with the Town, the employee will earn one (1) day of longevity administrative leave only for that employee's fifth (5<sup>th</sup>) anniversary year.
    - b. On an employee's tenth (10<sup>th</sup>) anniversary date of employment with the Town, the employee will earn two (2) days of longevity administrative leave only for that employee's tenth (10<sup>th</sup>) anniversary year.
    - c. On an employee's fifteenth (15<sup>th</sup>) anniversary date of employment with the Town, the employee will earn three (3) days of longevity administrative leave only for that employee's fifteenth (15<sup>th</sup>) anniversary year.
    - d. On an employee's twentieth (20<sup>th</sup>) anniversary date of employment with the Town, the employee will earn four (4) days of longevity administrative leave only for that employee's twentieth (20<sup>th</sup>) anniversary year.
    - e. On an employee's twenty-fifth (25<sup>th</sup>) anniversary date of employment with the Town, the employee will earn five (5) days of longevity administrative leave only for that employee's twenty-fifth (25<sup>th</sup>) anniversary year.
    - f. **Example:** An employee will earn one (1) day of longevity administrative leave on the employee's fifth (5<sup>th</sup>) anniversary year but will not earn or receive any longevity administrative leave

(including the one (1) additional day of longevity administrative leave) for the employee's sixth (6<sup>th</sup>) through ninth (9<sup>th</sup>) years of employment with the Town.

2. An employee must schedule his/her longevity administrative leave at such times as the Department Head finds most suitable after considering the wishes of the employee, and the business needs of the department. All requests for this additional longevity administrative leave must be approved by the Department Head prior to the commencement of the requested leave. Unless there is a personal emergency, longevity administrative leave requests must be presented to the Department Head by the employee at least two (2) weeks in advance of the requested leave.
3. If an employee transfers from one department within the Town to another, the longevity administrative leave credits shall also be transferred.
4. Longevity administrative leave earned by an employee cannot be transferred to another employee.
5. Temporary and part-time employees shall not earn longevity administrative leave.
6. Longevity administrative leave rolls over from year to year, once earned, and does not expire.
7. Paid holidays occurring during longevity administrative leave are not charged as longevity administrative leave.
8. Employees and sworn police officers will be paid out all earned but unused longevity administrative leave, at his/her rate of pay at that time of separation, after his/her separation of employment, regardless of the reason of separation.
9. Use of Longevity Administrative Leave.
  - a. Upon reasonable notice to the employee, a Department Head may require an employee to use longevity administrative leave. The Town reserves the right to rearrange leave schedules, to require employees to take leaves of absence at certain times, as circumstances may prescribe. Further, the Town Council may alter this longevity administrative leave policy at any time.
  - b. May be used in conjunction with the sick and/or vacation leave upon request of the employee and when the employee's sick and/or vacation leave credits have been exhausted.
10. A Department Head and next ranking employee cannot take longevity administrative leave at the same time.

11. No more than three (3) Department Heads shall take longevity administrative leave at the same time.
12. Employees are responsible for keeping track of the accrual of longevity administrative leave and using it in a manner consistent with the policies and procedures in this Personnel Manual.

EFFECTIVE DATE: November 14, 2022

LAST REVISED: May 10, 2022