

1 Introduced November 23, 2021, by
2 Councilwoman Denham, seconded by
3 Councilman Dunham, (by request of
4 Administration)

5 **Item No. 21-11-3395**

6 **ORDINANCE NO. 4053**

7
8 An ordinance to amend and restate Chapter 21 (PERSONNEL), Article II
9 (EMPLOYEE BENEFITS), Section 21-23 (Annual and sick leave benefits) of the Code of
10 Ordinances, City of Slidell, Louisiana, relative to City employee standard leave benefits.

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12 WHEREAS, the City of Slidell provides for certain standard leave benefits for
13 its employees; and

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15 WHEREAS, the City desires to amend and restate the codal provisions
16 governing its employee standard leave benefits to reflect a benefit calculation based on an
17 employee's standard scheduled hours, to restate and simplify existing benefit provisions,
18 and to provide a revised benefit allowance for new employees.

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21 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it does
22 hereby amend and restate Chapter 21 (PERSONNEL), Article II (EMPLOYEE BENEFITS),
23 Section 21-23 (Annual and sick leave benefits) of the Code of Ordinances, City of Slidell,
24 Louisiana, to hereafter read as follows:

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27 Sec. 21-23.-Employee standard leave benefits.

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30 (a) *For those hired prior to January 3, 2022.* All city employees hired prior to
31 January 3, 2022, shall be entitled to the following employee standard leave
32 benefits and be subject to the following employee standard leave provisions:

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34 1) Annual leave (i.e. vacation leave).

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36 i. Subject to the restrictions of this section, annual leave shall accrue
37 at the following rate:
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<u>Years of Service</u>	<u>Part-Time*</u> <i>(at least 20 hours per week)</i>	<u>Full-Time</u> <i>(standard 72 hour biweekly schedule)</i>	<u>Full-Time</u> <i>(standard 80 hour biweekly schedule)</i>
< 1 year	0.0462 per hour; based on actual standard schedule hours worked	0.0462 per hour; NTE 10.8 days annually	0.0462 per hour; NTE 12 days annually
1 year - < 5 years	0.0577 per hour; based on actual standard schedule hours worked	0.0577 per hour; NTE 13.5 days annually	0.0577 per hour; NTE 15 days annually
5 years – < 10 years	0.0693 per hour; based on actual standard schedule hours worked	0.0693 per hour; NTE 16.2 days annually	0.0693 per hour; NTE 18 days annually
10 years – < 15 years	0.0808 per hour; based on actual standard schedule hours worked	0.0808 per hour; NTE 18.9 days annually	0.0808 per hour; NTE 21 days annually
15 years and over	0.0924 per hour; based on actual standard schedule hours worked	0.0924 per hour; NTE 21.6 days annually	0.0924 per hour; NTE 24 days annually

27 * Does not include temporary or seasonal employees

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- 30 ii. On July 1 of each year, the maximum annual leave carry forward shall be 240 hours (i.e. any unused hours in excess of 240 which accumulated prior to the start of the July 1 fiscal year are lost and non-redeemable (“use it or lose it”).
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- 34 iii. Upon separation from City employment, an employee shall be entitled to receive compensation for unused, accrued annual leave not to exceed 240 hours. Any unused, accumulated annual leave in excess of 240 hours which an employee has at the time of separation shall be considered lost and non-redeemable unless it can be converted to retirement credit in the case of an employee
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4 eligible at the time of his/her separation by retirement to receive
 5 benefits under a City retirement system.

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 7 2) Sick leave.

8 i. Subject to the restrictions of this section, sick leave shall accrue at
 9 the following rate:

<u>Years of Service</u>	<u>Part-Time*</u> <u>(at least 20 hours</u> <u>per week)</u>	<u>Full-Time</u> <u>(standard 72 hour</u> <u>biweekly schedule</u>	<u>Full-Time</u> <u>(standard 80 hour</u> <u>biweekly schedule)</u>
Any length of service, except as set forth below	0.0462 per hour; based on actual standard schedule hours worked	0.0462 per hour; NTE 10.8 days annually	0.0462 per hour; NTE 12 days annually
Those hired prior to July 1, 1999	0.0924 per hour; based on actual standard schedule hours worked	0.0924 per hour; NTE 21.6 days annually	0.0924 per hour; NTE 24 days annually

22 * Does not include temporary or seasonal employees

24 ii. Subject to the restrictions of this section, sick leave carry forward shall be unlimited from fiscal year to fiscal year.

26 iii. *For those hired prior to July 1, 1999:* Upon separation from City employment, an employee hired prior to July 1, 1999 shall be entitled to receive compensation for unused, accrued sick leave not to exceed 240 hours. Any unused, accrued sick leave of such an employee, eligible at the time of his/her separation by retirement to retire and receive benefits under a city retirement system, in excess of 240 hours shall be converted into retirement credit (subject to any statutory maximum). Any unused, accrued sick leave not payable as compensation to such an employee hereunder or eligible to be converted to retirement credit at the time of separation shall be considered lost and non-redeemable.

36 iv. *For those hired on or after July 1, 1999:* Upon separation from City employment, an employee hired on or after July 1, 1999 shall not be entitled to receive any compensation for unused, accrued sick

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4 leave. However, any unused, accrued sick leave of such an
 5 employee, eligible at the time of his/her separation by retirement to
 6 retire and receive benefits under a city retirement system, shall be
 7 converted into retirement credit (subject to any statutory
 8 maximum). Any unused, accrued sick leave not eligible to be
 9 converted to retirement credit at the time of separation shall be
 10 considered lost and non-redeemable.

11 (b) *For those hired on or after January 3, 2022.* All city employees hired on or
 12 after January 3, 2022, shall be entitled to the following standard employee
 13 leave benefits and be subject to the following employee standard leave
 14 provisions:

15 1) Annual leave (i.e. vacation leave).

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 17 i. Subject to the restrictions of this section, annual leave shall accrue
 18 at the following rate:

<u>Years of Service</u>	<u>Part-Time</u>	<u>Full-Time</u> <u>(standard 72 hour)</u> <u>biweekly schedule</u>	<u>Full-Time</u> <u>(standard 80 hour)</u> <u>bi-weekly schedule)</u>
< 6 months	None	None	None
6 months to < 5 years	None	0.0577 per hour; NTE 13.5 days annually	0.0577 per hour; NTE 15 days annually
5 years – < 15 years	None	0.0693 per hour; NTE 16.2 days annually	0.0693 per hour; NTE 18 days annually
15 years and over	None	0.0808 per hour; NTE 18.9 days annually	0.0808 per hour; NTE 21 days annually

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ii. On July 1 of each year, the maximum annual leave carry forward shall be 80 hours (i.e. any unused hours in excess of 80 which accumulated prior to the start of the July 1 fiscal year are lost and non-redeemable (“use it or lose it”).

iii. Upon separation from City employment, an employee shall be

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4 entitled to receive compensation for unused, accrued annual leave
 5 not to exceed 80 hours. Any unused, accumulated annual leave in
 6 excess of 80 hours which an employee has at the time of
 7 separation shall be considered lost and non-redeemable unless it
 8 can be converted to retirement credit in the case of an employee
 9 eligible at the time of his/her separation by retirement to receive
 10 benefits under a City retirement system.

11 2) Sick leave.

- 12 i. Subject to the restrictions of this section, sick leave shall accrue at
 13 the following rate:

<u>Years of Service</u>	<u>Part-Time</u>	<u>Full-Time</u> <i>(standard 72 hour biweekly schedule)</i>	<u>Full-Time</u> <i>(standard 80 hour biweekly schedule)</i>
Any length of service	None	0.01925 per hour; NTE 4.5 days annually	0.01925 per hour; NTE 5 days annually

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22 ii. On July 1 of each year, the maximum sick leave carry forward shall
 23 be 240 hours (i.e. any unused hours in excess of 240 which
 24 accumulated prior to the start of the July 1 fiscal year are lost and
 25 non-redeemable ("use it or lose it")).
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 27 iii. Upon separation from City employment, an employee shall not be
 28 entitled to receive any compensation for unused, accrued sick
 29 leave. However, any unused, accrued sick leave of such an
 30 employee, eligible at the time of his/her separation by retirement to
 31 retire and receive benefits under a city retirement system, shall be
 32 converted into retirement credit (subject to any statutory
 33 maximum). Any unused, accrued sick leave not eligible to be
 34 converted to retirement credit at the time of separation shall be
 35 considered lost and non-redeemable.

36 (c) *Unclassified employees.*

- 37 1) Notwithstanding anything in this section to the contrary, an unclassified
 38 employee, regardless of hire date, shall be entitled to compensation for all
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4 accrued annual leave and sick leave (as of the date of separation) upon
5 separation of employment, provided, in the case of sick leave, such leave
6 is not eligible to be converted into retirement credit upon separation of
7 employment.

8 2) The mayor and/or council may establish separate criteria for leave
9 benefits for any unclassified employee under his/her/its respective
10 supervision, regardless of full-time or part-time status or hire date, which
11 leave benefits shall not exceed the maximum leave benefits provided
12 under this section.

13 (d) *Sale of leave.* Except to the extent provided for in this section, an employee
14 shall not be entitled to sell or receive compensation for his or her leave
15 benefits.

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17 (e) *Use of leave.* An employee's use of leave during employment shall be
18 subject to the oversight and approval of the employee's department head, in
19 accord with the business needs of the City.
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21 BE IT FINALLY ORDAINED that this ordinance shall be effective January 3,
22 2022.

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24 **ADOPTED** this 21st day of December, 2021.

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27 Leslie Denham
28 President of the Council
29 Councilwoman, District A

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31 Greg Cromer
32 Mayor

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36 Thomas P. Reeves
37 Council Administrator

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DELIVERED	12/29/21
8:15 am	to the Mayor
RECEIVED	1/6/22
8:45 am	from the Mayor

Sec. 21-23. - Annual and sick leave benefits.

- (a) *For those hired prior to 7-1-1999.* All city employees hired prior to July 1, 1999, shall have the following employee benefits:
- (1) Employees shall be permitted to accumulate 240 hours of annual leave, plus the accumulation for one year of service as identified in subsection (a)(6) of this section.
 - (2) On July 1 of the year 2007, and for each year thereafter, the maximum annual leave carry forward shall be 240 hours.
 - (3) Any employee with over 240 hours of accumulated annual leave as of July 1, 1999, shall have eight years to use the accumulated leave in excess of 240 hours or lose it.
 - (4) Any employee with more than 240 hours of accumulated annual leave shall have a one-time option, at his discretion, to sell any portion of his annual leave in excess of 240 hours back to the city at 100 percent of their current hourly rate. The number of hours the employee elects to sell shall not be eligible to change. The city shall buy back annual leave hours within a three-year period beginning in fiscal year 2000. The city department of finance shall set the dates for such buy backs of excess annual leave.
 - (5) After June 30, 2007, upon separation from employment, an employee shall be entitled to receive compensation for accumulated annual leave not to exceed 240 hours.
 - (6) Annual leave and sick leave shall accumulate at the same rate for all city employees and shall accumulate according to the following schedule:

Year of Service	Annual and Sick Leave Working Days Accumulated
0—1 year	12 days
1—4 years	15 days
5—9 years	18 days
10—14 years	21 days
15 years and over	24 days

The maximum carry forward on July 1, 2007, and each year thereafter shall be 240 hours. However, for employees with 240 or fewer hours of accumulated annual leave on July 1, of 2004, the maximum carry forward shall be 240 hours.

The mayor and/or council may establish separate criteria for annual leave for any unclassified employee under their supervision. Said criteria shall not exceed 20 days of annual leave for unclassified employees with less than ten years of service, and shall not exceed 24 days of annual leave for unclassified employees with ten or more years of service.

- (7) Sick leave accumulation shall be unlimited.
 - (8) After June 30, 2004, upon separation by retirement and upon the employee being eligible to receive retirement benefits, an employee shall be entitled to reimbursement of accumulated sick leave not to exceed 240 hours.
- (b) *For those hired on or after 7-1-1999.*
- (1) Employees shall be permitted to accumulate up to 240 hours of annual leave, plus the accrual for one

year of service as identified in subsection (b)(4) of this section.

- (2) On July 1 of each year, the maximum annual leave carry forward shall not exceed 240 hours.
- (3) Upon separation of employment, an employee shall be entitled to receive compensation for accumulated annual leave not to exceed 240 hours.
- (4) Annual leave shall accumulate as follows:

Years of Service	Annual Working Days Accumulated
0—1 years	12 days
1—4 years	15 days
5—9 years	18 days
10—14 years	21 days
15 years and over	24 days

The mayor and/or council may establish separate criteria for any unclassified employee under their supervision. Said criteria shall not exceed twenty days of annual leave for unclassified employees with less than ten years of service, and shall not exceed 24 days of annual leave for unclassified employees with ten or more years of service.

- (5) Sick leave accumulation shall be unlimited.
- (6) Employees shall not be eligible to receive any reimbursement for sick leave upon any type of separation.
- (7) Sick leave shall accumulate at the rate of 12 days per year.
- (c) An unclassified employee, regardless of hire date, shall be entitled to compensation for all accrued annual and sick leave upon separation of employment provided that such employee is not eligible to convert such leave into retirement credit upon separation of employment.
- (d) Sale of annual leave or sick leave is prohibited except as outlined in subsections (a)(4), (5), (8), (b)(3), and (c).

(Ord. No. 2859, § 2-22(B), 1-12-1999; Ord. No. 2867, 3-9-1999; Ord. No. 2919, 11-16-1999; Ord. No. 3082, 7-23-2002; Ord. No. 3145, 8-26-2003; Ord. No. 3312, 2-14-2006)