

RESOLUTION NO. 25-18

A RESOLUTION AUTHORIZING THE ROLLOVER OF UNUSED VACATION LEAVE FOR A CITY EMPLOYEE

WHEREAS, the City of Early, Iowa, recognizes the importance of maintaining fair and equitable employment practices for all municipal employees; and

WHEREAS, pursuant to City personnel policies, employees may be permitted to carry over unused vacation leave into the next anniversary period with appropriate authorization; and

WHEREAS, **Kris Alesch**, an employee of the **Department of Public Works**, has requested approval to roll over **five (5) days** of unused vacation leave into the next anniversary period; and

WHEREAS, the **City Council** has reviewed the request and recommends approval, finding that such rollover will not adversely affect departmental operations; and

WHEREAS, the City Council of the City of Early finds it to be in the best interest of the City to grant this request and allow the employee to utilize the carried-over vacation time within a defined time frame.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the **City of Early, Iowa**, that:

1. **Approval Granted.**

Kris Alesch is hereby authorized to roll over **five (5) days** of unused vacation leave from the current anniversary period into the next anniversary period.

2. **Required Usage Period.**

The rolled-over vacation time must be used **between December 1 and February 28** of the upcoming anniversary period.

3. **No Further Extensions.**

Any portion of the rolled-over leave not used within the specified period shall expire and will not be eligible for additional carryover unless otherwise approved by the City Council in accordance with City personnel policies.

4. **Effective Date.**

This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED this 2nd day of Dec, 20.25

Mayor, City of Early, Iowa

Attest:

City Clerk

William Couper
Julia Drest
