



City of Charles Town

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RESOLUTION

Resolution to Authorize a One-Time Only Payout for Accrued Vacation Leave for Eligible Employees

WHEREAS, the current City policy limits the amount of total vacation leave that may be accrued by any employee at 240 hours; and

WHEREAS, a number of tenured City employees are consistently bumping up against the maximum accrued amount due to time earned and work responsibilities that sometimes prevent the ability to routinely take vacation leave; and

WHEREAS, this situation often leaves an employee caught between the choice of losing some of their employee benefits, taking leave and shifting work to other employees, delaying the timely completion of work and adversely affecting business operations and customer service, and/or forcing the City to incur overtime costs to cover shifts for essential workers.

NOW, THEREFORE BE IT RESOLVED, the Personnel Committee recommends, and City Council approves a one-time payout of up to 80 hours of accrued vacation leave for any employee with more than 200 hours of accumulated vacation leave; and

NOW, THEREFORE BE IT FURTHER RESOLVED, Council directs the Finance Committee to determine the employees eligible for a payout and how to fund such a payout, which may include a budget revision in FY2022 or a planned payout as part of the FY2023 budget; and

NOW, THEREFORE BE IT FURTHER RESOLVED, Council encourages employees to work with their supervisors to routinely take earned vacation leave as a best practice for maintaining employee health and to avoid job burnout which may ultimately result in higher levels of employee turnover.

Adopted the 18th day of January 2022.

Robert M. Trainor
Mayor

Daryl Hennessy
City Manager/Clerk