

RESOLUTION NO. 35/2020

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA AUTHORIZING THE TOWN MANAGER AND DEPARTMENT HEAD
EMPLOYEES TO RECEIVE A ONE-TIME PAYMENT OF ADMINISTRATIVE
LEAVE BUY BACK OF UP TO 80 HOURS AND VACATION LEAVE BUY BACK
OF UP TO 40 HOURS, FOR FISCAL YEAR 2020/21 ONLY**

WHEREAS, the Town's Executive Team, which includes the Town Manager and Department Head employees (total of 6 employees), accrue up to (12) working days or 96 hours of administrative leave annually and accumulates vacation time annually, based on years of service with the Town, ranging from 10 days up to 25 days; and

WHEREAS, Administrative Leave must be used within the fiscal year in which they are earned, and Vacation Leave accrual is capped at 300 total hours after which no additional leave can be accrued; and

WHEREAS, the Town's Executive Team has experienced difficulty in utilizing the accrued leave in the current fiscal year, due to numerous extenuating circumstances such as the Covid-19 emergency, PG&E power shut-offs, unprecedented wildfires, and national discussions and exhibitions regarding police practices and use of force that have required significant time commitments from the Town's leadership; and

WHEREAS, in acknowledgement of the aforementioned constraints on staff time and scheduling, the Town Manager is requesting consideration for approval of a one time allowance for leave buy back for the Town Manager and members of the Department Head employee group; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Corte Madera, that the Town Council does hereby authorize the Town Manager and Department Head employees to receive a one-time payment of administrative leave buy back of up to 80 hours and vacation leave buy back up to 40 hours, for Fiscal Year 2020/21 only.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and regularly adopted by the Town Council of the Town of Corte Madera at a regular meeting thereof held on October 6, 2020, to wit:

AYES: Councilmembers: Beckman, Casissa, Kunhardt, Lee, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -


Eli Beckman, Mayor

ATTEST:


Rebecca Vaughn, Town Clerk