

**Subject:** Approve administration leave for Christmas and New Year Holiday

Agenda of: December 5, 2013

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

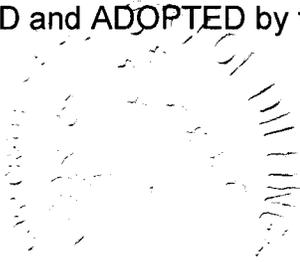
Other Attachment(s): None

**Summary Statement.**

In prior years, the City Council has approved administrative leave over the Christmas and New Year's Holiday in lieu of a Christmas gift or bonus, and as a way of expressing their appreciation to the City's staff. Administrative leave is for straight time only. Those positions that are essential have the opportunity to utilize this day at another time. For 2013, City Administration has proposed administrative leave for Tuesday, December 24, and 1/2 day (afternoon) for Tuesday, December 31. We appreciate the Council's consideration.

PASSED and ADOPTED by the Dillingham City Council on December 5, 2013.

SEAL:



Alice Ruby  
Alice Ruby Mayor

ATTEST:

Janice Williams  
Janice Williams, City Clerk