

City of Dillingham Action Memorandum

Agenda of: December 4, 2014

Action Memorandum No. 2014-18

Subject:

Approve administrative leave for Christmas and New Year Holiday

City Manager: Recommend Approval

Signature: _____

Rose Doera

Route to	Department Head	Signature	Date
	Finance Director		
X	City Clerk	<i>Janice Williams</i>	<i>12/4/14</i>

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

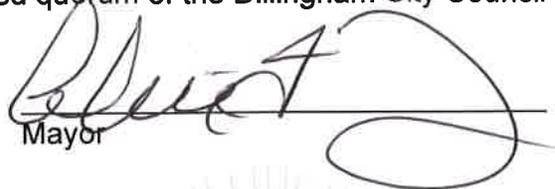
Summary Statement:

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 2014, City Administration has proposed administrative leave for Friday, December 26, and for Friday, January 2. We appreciate the Council's consideration.

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Summary Statement continued:

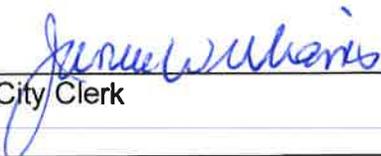
PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on Dec. 4, 2014.



Mayor

ATTEST:

[SEAL]



City Clerk