

City of Dillingham Action Memorandum

Agenda of: November 5, 2015

Action Memorandum No. 2015-24

Subject:

Authorize administrative leave for the Christmas and New Year's Holiday

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

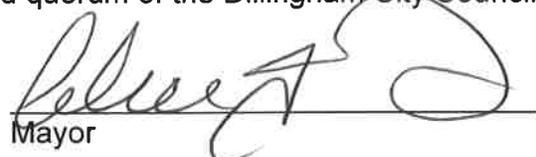
Summary Statement:

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 2015, City Administration has proposed administrative leave for Thursday, December 24 and a half day, Thursday, December 31. We appreciate the Council's consideration.

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Summary Statement continued:

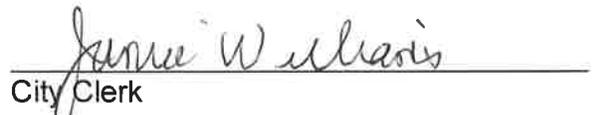
PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on 12/3/15.



Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
X	Finance Director	12/4/15
X	City Clerk	12/4/15