

City of Dillingham Action Memorandum

Agenda of: December 8, 2016

Action Memorandum No. 2016-25

Subject:

Authorize administrative leave for 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 lieu of a Christmas gift or bonus as a way of expressing their appreciation to the City's staff, the City Council has approved administrative leave over the Christmas and New Year's Holiday. Administrative leave is for straight time only. Those positions that are essential have the opportunity to utilize this day at another time. For 2016, the City administration has proposed administrative leave for Friday, December 23, and Friday, December 30. We would truly appreciate the Council's consideration for this proposal.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on 12/8/16


Mayor

ATTEST:

[SEAL]


City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	