

**City of Dillingham Action Memorandum**

Agenda of: December 16, 2021

Action Memorandum No. 2021-14

**Subject:**

Authorize administrative leave for Christmas and New Year's Holiday

---

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- None

---

**Summary Statement:**

In 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. For 2021, the City administration has proposed administrative leave for Thursday, December 23, and Thursday, December 30. We would truly appreciate the Council's consideration for this proposal.

Administrative days will be distributed in the following manner:

Regular full time = eight hours each admin. day

Regular part time = prorated on hours currently approved

Temporary working a regular schedule = prorated on average hours worked

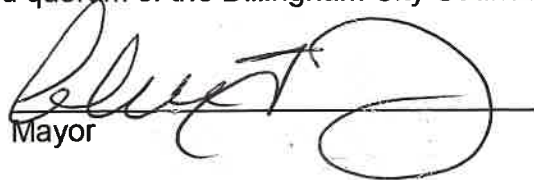
Those positions that are essential and unable to use the administrative leave on the days noted will have the opportunity to utilize these days on or before February 6, 2022, as approved by their supervisor.

Action Memorandum No. 2021-14

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on December 16, 2021.

  
Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	