

City of Dillingham Action Memorandum

Agenda of: November 1, 2018

Action Memorandum No. 2018-10

Subject:

Authorize administrative leave for Christmas and New Year's Holiday

City Manager: Recommend Approval

Signature: Ted Larson

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

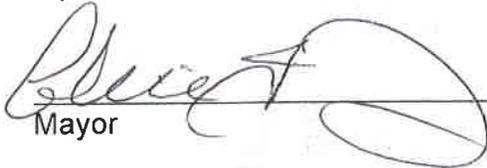
Summary Statement:

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 2018, the City administration has proposed administrative leave for Monday December 24, and Monday December 31. We would truly appreciate the Council's consideration for this proposal.

Action Memorandum No. 2018-10

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on Nov 1, 2018.



Mayor

[SEAL]

ATTEST:


City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	