

City of Dillingham Action Memorandum Agenda of: November 7, 2019
2019-14
Action Memorandum No. _____

Subject:
Authorize administrative leave for Christmas and New Year's Holiday

City Manager: Recommend Approval
Signature: *Joel Larsen*

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:
- None

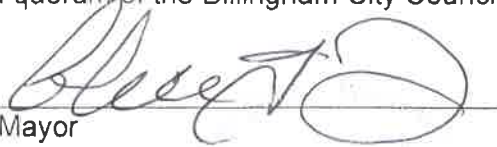
Summary Statement:

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 2019, the City administration has proposed administrative leave for Tuesday, December 24, and Tuesday, December 31. 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 Nov. 7, 2019.



Mayor

[SEAL]

ATTEST:



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	