City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

RESOLUTION NO. 1795

Whereas, the City of Minden recognizes the importance of offering benefits to employees; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to section 7 Vacation Leave Section;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 7.02 Use and Carry Over of the City of Minden Personnel Manual be added to read as follow, to wit:

Section 7.02 Use and Carry Over
Requests for vacations of four (4) hours or eight (8) hours must be submitted at least two (2) days in advance to the City Administrator for approval, vacations of twelve (12) hours to thirty six (36) hours must be submitted at least one (1) week in advance to the City Administrator for approval, and requests for vacations of forty (40) hours or more must be submitted at least two (2) weeks in advance to the City Administrator for approval. In instances where two or more persons from the same department request vacation for the same period, seniority will determine who gets the particular time requested, unless the persons mutually agree on another arrangement. Vacations may be taken at any time during the year, after earned, provided that the particular time does not have an adverse effect on the overall effectiveness of the department, as determined by the City Administrator.

Vacation leave shall be used in four (4) hour increments subject to the approval of the Department Head and City Administrator.

All regular full time employees, who have been employed on a regular basis for two years or greater, are required to take at least forty (40) consecutive hours of vacation.

At the anniversary date of the employee, the employee shall be paid for any accrued hours as follows:

Employees with two through ten years of service shall be paid for any accrued hours in excess of eighty (80) hours.

Employees with eleven years of service and beyond shall be paid for any accrued hours in excess of one hundred and twenty (120) hours.

In the event an employee is transferred to a different schedule, the employee's accrued vacation time shall be converted accordingly, in order to maintain the same basic ratio of time off the job for vacation.

Vacation shall not be accrued while an employee is on any unexcused unpaid leave of absence.

In the event that the City Administrator closes the City offices due to weather conditions, an employee

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will not have vacation leave hours that otherwise would have been utilized added back to their vacation leave account.

Dated this 6th day of May, 2024.

/s/ Larry Evans
Larry Evans, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk