

RESOLUTION NO. R-67-2025

A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
UPDATING SECTIONS OF THE EAGLE MOUNTAIN CITY
EMPLOYEE POLICIES AND PROCEDURES MANUAL
SECTION 13.05 PAID TIME OFF LEAVE

PREAMBLE

WHEREAS, the City Council of Eagle Mountain City, Utah, finds that it is in the public interest and in the interest of the management of the City and the employees of the City to revise and amend the Eagle Mountain City Policies and Procedures Manual Section 13.05 Paid Time Off Leave; and

WHEREAS, the Eagle Mountain City Policies and Procedures Manual has been edited, reviewed and compiled to represent the needs of the City and the rights and responsibilities of its employees and should be amended as presented in Exhibit A;

BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

1. The Eagle Mountain City Policies and Procedures Manual Section 13.05 Paid Time Off Leave is hereby amended and adopted as set forth specifically in Exhibit A.
2. This Resolution shall take effect upon its first publication or posting.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 16TH day of September, 2025.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:


Gina L. Olsen, CMC
City Recorder



CERTIFICATION

The above Resolution was adopted by the City Council of Eagle Mountain City, Utah on the 16th day of September, 2025.

Those voting yes:	Those voting no:	Those excused:	Those abstaining:
<input checked="" type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham
<input checked="" type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark
<input checked="" type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray
<input checked="" type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood
<input checked="" type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright




Gina L. Olsen, CMC
City Recorder

Exhibit A

13.05 | Paid Time Off Leave

Last Revision: 09/16/2025

The City grants paid time off to its full-time employees.

- A. Full-time: Full-time employees accrue paid time off based on the length of service since their hire date, as follows:
 - 1. For the first two (2) years of service, 144 hours of PTO shall accrue at the rate of 5.54 hours bi-weekly.
 - 2. For 2-5 years of service, 156 hours of PTO shall accrue at the rate of 6 hours bi-weekly.
 - 3. For 5-10 years of service, 168 hours of PTO shall accrue at the rate of 6.47 hours bi-weekly.
 - 4. For 10+ years of service, 180 hours of PTO shall accrue at the rate of 6.93 hours bi-weekly.
- B. Part-time: Part-time employees do not accrue PTO but may be allowed leave without pay, if approved in advance by an employee's supervisor.
- C. Temporary/Seasonal: Temporary/seasonal employees do not accrue PTO but may be allowed leave without pay, if approved in advance by an employee's supervisor.
- D. Pay in Lieu of PTO: Employees may accrue PTO, but payments will not be made in lieu of taking PTO except as provided in Section H (PTO Cash-Out) or for accrued PTO at the time of separation from employment. PTO payout hours at separation shall be capped at two hundred forty (240) hours.
- E. Vacation Scheduling: Vacations may be taken as weekly periods, individual days or even hourly increments as long as the periods chosen receive advanced departmental approval. For employees not working in public safety activities or except in emergency situations, vacation time should be requested in writing or via e-mail and scheduled with the employee's supervisor, preferably seven (7) days in advance. For employees engaged in public safety activities, vacation time should be scheduled with the employee's supervisor the December of the previous year in which the vacation is scheduled. The City reserves the right to schedule vacation leave for an employee.
- F. Accrued PTO: No more than three hundred twenty (320) hours of PTO leave may be accrued. Any accrued PTO leave in excess of the three hundred twenty (320) hours will

be forfeited every January 1 of the year following the calendar year in which the three hundred twenty (320) hours were accrued.

- G. Vacation usage will be tracked by the Mayor, or designee, using attendance forms, and/or using the electronic timekeeping system in place.
- H. PTO Cash-Out: An employee who has accrued more than one hundred (100) hours of PTO may elect to cash out a minimum of one (1) hour and a maximum of forty (40) hours of PTO per calendar year on a one-for-one basis. An employee's PTO balance may not be reduced below one hundred (100) hours as a result of the cash-out.

The City shall provide one (1) annual cash-out opportunity during the last quarter of the calendar year. Requests must be submitted between October 1 and October 31. Approved cash-out hours shall be paid on the paycheck issued immediately preceding the Thanksgiving holiday.

PTO cash-out hours shall not be considered compensation for purposes of the Utah Retirement System.