

CITY OF SOUTH LEBANON, OHIO  
ORDINANCE NO. 2022-28

AN ORDINANCE AMENDING ORDINANCE 2020-24 AND APPROVING THE  
ADDITION OF ONE PERSONAL DAY PER YEAR FOR FULL-TIME EMPLOYEES  
AS OF JANUARY 1<sup>ST</sup> OF EACH YEAR AS PART OF THE CITY OF SOUTH  
LEBANON'S PERSONNEL POLICY AND PROCEDURE MANUAL

**WHEREAS**, with the assistance of human resources consultant Clemans Nelson & Associates, the City (formerly Village) created and the Council approved Ordinance No. 2020-24 on November 5, 2020, placing in effect the City's (formerly Village) Personnel and Policy Procedure Manual for the City's employees; and

**WHEREAS**, Section 6.0 of the City's Personnel and Policy Procedures Manual defines the type of leave of absences allowed by an employee; and

**WHEREAS**, it is the recommendation of the Personnel Committee that the policy be amended to add one personal day equal to eight hours off with a pay as an employee benefit to full-time employees as of January 1<sup>st</sup> of each year; and

**WHEREAS**, said changes shall become effective January 1, 2023

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

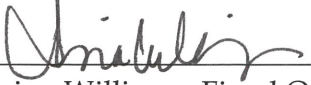
**Section 1.** That the Council does hereby amend Ordinance No. 2020-24 for the proposed changes to Section 6.0 of the City's Personnel Policy and Procedure Manual, a copy of which is attached hereto and incorporated herein by reference.

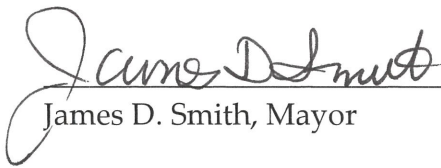
**Section 2.** That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

**Section 3.** That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this 15<sup>th</sup> day of December, 2022.

Ordinance 2022-28 Personal Day

Attest:   
Petrina Williams, Fiscal Officer/Clerk

  
James D. Smith, Mayor

Rules Suspended: / /2022 (if applicable) Effective Date – / /2022

Vote - \_\_\_\_ Yeas  
\_\_\_\_ Nays

First Reading – 11/17/2022

Effective Date – 12/15/2022

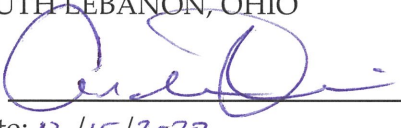
Second Reading – 12/1/2022

Third Reading – 12/15/2022

Vote - 5 Yeas  
\_\_\_\_ Nays

Prepared by and approved as to form:

ANDREW P. MEIER  
CITY SOLICITOR  
SOUTH LEBANON, OHIO

By:   
Date: 12/15/2022

**A. POLICY**

Each full-time employee of the City shall be granted one (1) personal day [eight (8) hours of personal time] off with pay during each year of employment. Personal days are granted in January of each year. Personal leave days are to be taken in the year that they are earned and are lost if not used.

Part-time employees are not entitled to personal days.

Such day(s) shall be requested in advance in the same manner as vacation days. Personal days are required to be used in not less than four (4) hour increments.

Employees who separate from employment for any reason shall not be entitled to payment for personal days