

ORDINANCE NO. 1703

**AN ORDINANCE TO ADD A PROVISION TO TITLE 4 CHAPTER 2 OF
MANCHESTER MUNICIPAL CODE TO CLARIFY LEAVE POLICY**

WHEREAS the City of Manchester maintains well established personnel rules, policies, and regulations, which includes an annual leave policy as set forth in Title 4 Chapter 2 of Manchester Municipal Code; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to add an additional provision regarding lengthy annual leave request approval authority.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the last sentence in the third paragraph of MMC 4-218 be deleted in its entirety and the following substituted in its place:

“Annual leave may be taken as earned subject to the department head who shall schedule vacations so as to meet operational requirements of the department, any annual leave requested for more than 10 consecutive leave days must be approved by the Mayor.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: October 3, 2023

PASSED SECOND AND FINAL READING: November 7, 2023


Lisa Myers, Finance Director


Marilyn Howard, Mayor