

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING CHAPTER 125 HUMAN RESOURCES SECTION 125.120 ATTENDANCE AND LEAVES AS SET FORTH.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI AS FOLLOWS:

Section 1. Within the City Code there are hereby enacted amendments as set forth below with new material set out in **RED** follows:

Section 125.120. Attendance and Leaves.

Attendance. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees, which shall be reported to the City Administrator in the form and on dates specified. Employees that are absent after exhausting all leave balances will be subject to disciplinary action up to and including termination. Failure on the part of an employee, absent without leave, to return to duty within twenty-four (24) hours may be grounds for immediate discharge.

A. Annual Vacation Leave. The purpose of annual vacation leave is to enable each eligible employee to return to his/her work mentally refreshed. All full-time employees in the classified service shall be granted annual vacation leave with pay.

1. Full-time employees shall receive vacation credits at the following rates:

Years of Service	Vacation Earned
0 to beginning of full-time employment	1 x standard workweek, excluding overtime
1	1 x standard workweek, excluding overtime
2 to 4	2 x standard workweek, excluding overtime
5 to 9	3 x standard workweek, excluding overtime
10 to 14	4 x standard workweek, excluding overtime
15 +	5 x standard workweek, excluding overtime

2. Vacation is granted at the end of each year of service, excluding vacation time credited at the time of hire to be used within the first year of full-time service. For example, vacation earned for the first year of service, one (1) x standard workweek, excluding overtime, belongs to the employee and is available on their first year of service date. The employee will be credited with appropriate hours of vacation after each year of uninterrupted service as outlined hereinabove. The vacation leave granted for the previous year must be used prior to the end of the year when it is granted or the employee forfeits all rights to use or ownership. Also, see subparagraphs (3) and (4) below.

3. The times during a calendar year at which an employee may take his/her vacation shall be determined by the department manager with due regard for the wishes of the employee and particular regard for the needs of the service. If the requirements of the service are such that an employee cannot take part or all of his/her annual vacation in a particular service year, such vacation shall be taken during the following service year.

1. Editor's Note: As it affects this Subsection, this ordinance shall be in full force and effect on January 1, 2024.

- Length of service shall be used to resolve conflicts over vacation period between employees of the same class. Also, see Subsection (A) hereinabove and subparagraph (4) herein below.
4. No employee may accrue more vacation leave than could be earned in twelve (12) months of service without written permission of the department manager and the City Administrator. If employee is hospitalized while on vacation, those days will be charged to available personal leave with approval of the City Administrator or department manager.
 5. In the event one (1) or more municipal holidays fall within an annual vacation leave, such holiday shall not be charged as vacation leave; and the vacation leave shall be extended or credited accordingly.
 6. ~~Employees who have satisfactorily completed probation and who terminate employment shall be paid in a lump sum for all granted vacation leave earned, but not used or forfeited, prior to the effective date of termination.~~ Only employees who have satisfactorily completed their probationary period are eligible for vacation leave payout upon termination. Eligible employees will be paid in a lump sum for all granted vacation leave earned but not used or forfeited prior to the effective date of termination.
 7. Employees with ten (10) or more years of continuous service may, at their option, request to be paid-out up to one (1) week of available vacation balance at the employee's current hourly/salary rate in lieu of using said available vacation credit. Requests shall be made in writing to the HR Generalist, and approved by the employee's department manager, at least two (2) weeks prior to desired payroll date for pay-out.

Section 2. Severability

The chapters, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or otherwise invalid by the valid judgment or degree of any Court of any competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 3. Repeal of Ordinances not to affect liabilities, etc.

Whenever any part of this ordinance shall be repealed or modified, either expressly or by implication, by a subsequent ordinance, that part of the ordinance thus repealed or modified shall continue in force until the subsequent ordinance repealing or modifying the ordinance shall go into effect unless therein otherwise expressly provided; but no suit, prosecution, proceeding, right, fine

or penalty instituted, created, given, secured or accrued under this ordinance previous to its repeal shall not be affected, released or discharged but may be prosecuted, enjoined and recovered as fully as if this ordinance or provisions had continued in force, unless it shall be therein otherwise expressly provided.

Section 4. That this Ordinance shall be in full force and effect from and after the date of passage and approval of the Mayor.

READ FIRST TIME: August 21, 2025

READ SECOND TIME: September 4, 2025

I hereby certify that Ordinance No.25.71 was duly passed on September 4, 2025, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: 5

Nays: 0

Abstentions: 0

Absent: 1

This Ordinance is hereby transmitted to the Mayor for his signature.

Sept 4, 25
Date

Tara Berreth
Tara Berreth, City Clerk

Approved as to form:

Cole Bradbury
Cole Bradbury, City Attorney

I hereby approve Ordinance No.25.71.

Michael Harrison
Michael Harrison, Mayor

Sept 4, 25
Date

Tara Berreth
Tara Berreth, City Clerk