

EXECUTIVE ORDER

No. 2021-049

WHEREAS City of Chattanooga employees have risen to the many challenges presented by the COVID-19 pandemic and have worked tirelessly to ensure uninterrupted City services to the residents of the City of Chattanooga; and

WHEREAS many City employees may not have taken their personal leave time ("PTO") during the COVID-19 pandemic due to travel restrictions, staffing issues, and other demands during the pandemic; and

WHEREAS, currently, the PTO policy allows City employees to carryover eighty (80) hours of PTO to the personal leave year ending on March, 10, 2022; and

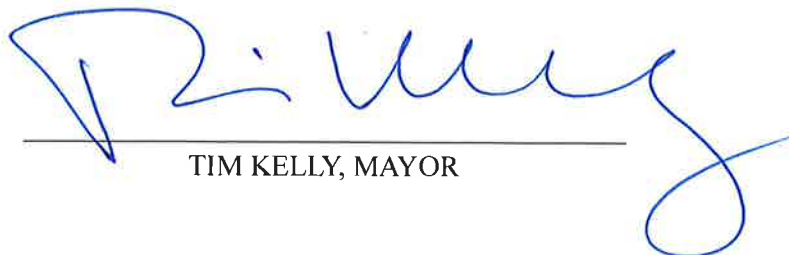
WHEREAS, it is appropriate for the City to show appreciation to all employees for their dedication during the pandemic by allowing a one-time carryover of all unused PTO to the leave year beginning on January 1, 2022 and ending on December 31, 2022; provided, however, that such carryover of PTO does not exceed the maximum cap of 800 hours (100 days) or 1200 hours (150) days for employees hired prior to March 27, 1990, less any reductions due to personal leave buy-backs.

NOW, THEREFORE, I, TIM KELLY, MAYOR OF THE CITY OF CHATTANOOGA, by virtue of the powers vested in me, hereby direct, order, and proclaim the following:

That all employees of the City of Chattanooga be allowed a one-time carry over of all unused PTO to the personal leave year beginning on January 1, 2022 and ending on December 31, 2022; provided, however that such carry over of PTO does not exceed the maximum cap of 800 hours (100 days) or 1200 hours (150) days for employees hired prior to March 27, 1990, less any reductions due to personal leave buy-backs. All PTO must be approved in advance, and administrators will be expected to manage leave amongst their teams to ensure continuity of operations and services.

Employees who have accrued the maximum cap of 800 hours (100 days) or 1200 hours (150 days) for employees hired prior to March 27, 1990, or their cap of maximum hours less any reductions due to personal leave buy-backs, on December 31, 2021 will be allowed to carry over all unused PTO to the leave year beginning on January 1, 2022, but will only have until March 10, 2022 to utilize this PTO before it resets. PTO accrued during January 1, 2022 to March 10, 2022 will be counted separately from this rollover as PTO for the 2022 leave year.

Issued this 8th day of December, 2021, by the Mayor of the City of Chattanooga, Tennessee.



TIM KELLY, MAYOR