

**AN ORDINANCE AMENDING CHAPTER 4 OF THE CARRBORO TOWN CODE
TO CHANGE PETTY AND PARENTAL SCHOOL LEAVE TO PERSONAL TIME OFF**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1: Article VII of Chapter 4 of the Carrboro Town Code is amended by eliminating Sections 4-73 Petty Leave and adding amended Section 4-73 Personal Time Off:

Section 4-73 Personal Time Off

Effective July 1, 2019, permanent employees shall be granted eighteen (18) hours per year of personal time off over and above sick leave and annual leave with pay. Personal time off under Section 4-73 is separate from Town closures due to adverse weather. (See Section 4-36 Adverse Weather, Rev. 11/15.)

Personal time off must be requested through supervisors and may be taken in the same manner as sick and annual leave. Personal time off shall accrue biweekly at a rate of .6923 hours per pay period beginning on January 1st of each calendar year. Employees may not carry over unused personal time off from year to year. Any unused personal time off not taken by December 31st shall be lost.

Section 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective July 1, 2019.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2019.

Ayes: _____

Noes: _____

Absent or Excused: _____