

**CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT**

MEETING DATE: 10/06/26	AGENDA ITEM: 4.G. HR - Amend Human Resources Policies and Guidelines, Policy 900: Time Off and Leaves specifically the section on Holidays.
DATE PREPARED: 10/01/26	DISTRICT NO.:
STAFF LIAISON: Cindy Camarata, Chief Human Resources Officer, ccamarata@buckeyeaz.gov, (623) 349-6255	
DEPARTMENT: Human Resources	AGENDA ITEM TYPE: Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Council to take action on Resolution No. 90-26 declaring as a public record that certain document on file with the City Clerk entitled the "Revised Policy 900 Time Off and Leaves;" adopting the same by reference; providing for repeal of conflicting resolutions and provisions; and providing for severability.

GOALS AND OBJECTIVES FOR THE STRATEGIC PLAN FOCUS AREAS:
Innovative and High Performing Organizations

SUMMARY

PROJECT DESCRIPTION:

The HR Policies and Guidelines Manual was updated and adopted by Council in December 2024. Per the Manual, the City Council shall be the ultimate policy-making authority for the City in matters pertaining to human resources policy adoption. At times, policies require amendment. In the case of Policy 900: Time Off and Leaves, the section outlining Holidays required further clarification. The Holiday section of Policy 900 outlines the Council approved designated holidays and floating holiday hours granted to City of Buckeye employees. The policy also outlines how holiday hours are prorated for new hires. The City currently allows employees to manage their Holiday bank of hours and employees are able to record and be paid throughout the fiscal year using their Holiday bank. The language added to this section of the policy addresses if an employee uses all of their hours and then separates from the City. The policy update includes language stating that Payroll will adjust any negative holiday balance hours by reducing final vacation hours that are paid at separation on the final City paycheck.

The revised language reads "At the beginning of each fiscal year, the City awards employees their entire annual holiday leave balance, allowing them the flexibility to use these hours at any point throughout the year. If an employee leaves the City before the fiscal year ends and has used more holiday hours than they were entitled to, the excess holiday hours taken will be subtracted from their remaining vacation balance and reflected in their final paycheck."

BENEFITS:

This added language clearly communicates to employees the management of Holiday hours and potential repayment implications if an employee separates from the City.

FINANCIAL IMPACT STATEMENT:

This additional language is a fiscally responsible addition to protect City funds and ensure employees are paid correctly.

BUDGETED:

Yes

FISCAL YEAR:
FY27

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[Policy 900 - Time Off and Leaves \(Revised 09.2026\).docx](#)
[Resolution No. 90-26.HR Policy 900 Update.pdf](#)