

Resolution



City Council
City of Wilmington
North Carolina

Introduced By: Rebecca L. Hawke, City Manager

Date: 4/7/2026

Resolution to Amend City Policy 212 – “Paid Leave”

LEGISLATIVE INTENT/PURPOSE:

WHEREAS, current City Policy 212 – “Paid Leave” allows employees to use up to eight hours of paid leave annually for school support/volunteer leave, including volunteering with any non-profit in the City or the community where the employee lives; and,

WHEREAS, the City sponsors and leads many initiatives for various community service events and programs; and,

WHEREAS, the proposed revisions would allow the City Manager to award up to eight hours of additional volunteer leave to City employees for volunteer work at City-sponsored community service events; and,

WHEREAS, approval of City Council is needed to revise any City policy affecting employee compensation, which includes any amendment to Policy 212 – “Paid Leave.”

THEREFORE, BE IT RESOLVED:

THAT, Section 7 of Policy 212 is revised to read as follows:

“7.0 SCHOOL SUPPORT/VOLUNTEER LEAVE

- 7.1 Employees with school-age children (K-12) may be granted up to eight hours of paid time off for the purpose of attending parent/teacher conferences, volunteering, or otherwise participating in the activities of schools that take place during their regularly scheduled work hours. All employees may also use this leave to volunteer with any non-profit organization(s) within the city or the community where they reside during their regularly scheduled work hours. A total of eight hours may be granted per fiscal year (July-June) and may not be carried over from year to year. Employees may be required to furnish written verification of attendance from the school or non-profit organization during the leave.

7.2 In addition, the City Manager may grant up to eight hours of additional volunteer leave per fiscal year for employees volunteering at city-sponsored community service initiatives occurring during or outside regular working hours.

7.2.1 Leave used for volunteering during working hours may not be carried over from year to year.

7.2.3 Employees may volunteer for city-sponsored community service events outside of their regular work hours and will receive compensatory time off after confirmation of their attendance is verified. The hours of time off awarded will match the number of hours volunteered during each event outside working hours. This time off must be used before the end of the fiscal year in which it was earned and is not paid out at the end of the fiscal year or upon termination.”

THAT, this resolution is effective immediately upon adoption.

Adopted at a _____ meeting

On _____ 2026

Attest:

Penelope Spicer-Sidbury, City Clerk

Bill Saffo, Mayor

Approved As To Form:

City Attorney