

ORDINANCE NO. 2025-145

AN ORDINANCE AUTHORIZING AMENDMENT NO. 2  
TO ORDINANCE NO. 2025-79, THE MANNING &  
PAYROLL ORDINANCE, RELATIVE TO VACATIONS,  
AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
WILLOUGHBY, THE COUNTY OF LAKE, AND THE STATE OF OHIO:

**SECTION 1.** That Section 6.0 of Ordinance 2025-79, the Manning & Payroll Ordinance, shall be amended to read and provide as follows:

**SECTION 6.0 VACATIONS.**

Pursuant to the sections hereinafter, all full-time employees shall earn paid vacation which shall be taken in the calendar year following the year in which the vacation is earned. Employees who fail to satisfactorily complete their probationary period are not eligible for any vacation time payout.

**SECTION 6.1.** All vacation time shall be credited on January 1st of each year and shall be for the time period of employment which ends on the immediately preceding January 1st.

**SECTION 6.2.** ~~Employees who have worked less than one (1) year for the City shall receive one (1) day for each full month worked, prior to January 1st of the vacation year, not to exceed ten (10) days.~~

Newly hired employees shall be credited with one (1) day vacation for every full month of service remaining in the calendar year, to be used in the year hired, not to exceed ten (10) days. Newly hired employees will be credited vacation time on the date of hire. There shall be no carryover of unused vacation in the year of hire. On January 1<sup>st</sup>, following the date of hire, the employee shall be credited with ten (10) days vacation, to be used that calendar year. Should the employee resign or be terminated, the time would be recovered pro rata, based on the number of months so employed.

**SECTION 6.3.** If, because of the needs of the City, an employee who has previously scheduled time is unable to take such vacation time, the employee shall receive pay for such time at the end of the year in which it was to be taken.

**SECTION 6.4.** All employees shall be entitled to a ten (10) days vacation period in and after the vacation year in which such employee completes ~~two (2) years~~ one (1) year of service with the City; fifteen (15) days vacation in and after the vacation year in which such employee completes five (5) years of service with the City; twenty (20) days vacation in and after the vacation year in which such employee completes ten (10) years of service with the City; twenty-five (25) days vacation in and after the vacation year in which such employee completes fifteen (15) years of service with the City; and thirty (30) days vacation in and after the vacation year in which such employee completes twenty (20) years of service with the City.

**SECTION 6.5.** Each employee shall be required to take all earned vacation in the year immediately following the year in which it was earned; provided, however, each employee who has completed one full year of employment, has the option to carry forward one (1) week's vacation time to the following year.

**SECTION 6.6.** The Mayor has the discretionary authority to grant a newly hired Director or Deputy Director up to three (3) weeks of vacation to be used during the first calendar year of employment. The vacation shall be granted for future years until the grantee's vacation time is accrued under existing rules. Should the employee resign or be terminated, the time would be recovered pro rata, based on the number of months so employed.

**SECTION 2.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby.

**SECTION 3.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the community; and for the further reason to provide for the continued operation of the City; and provided that it receives the affirmative vote of two-thirds of the members elected to Council, it shall be in full force and take effect immediately upon its passage by Council and approval by the Mayor; otherwise, it shall be in full force and take effect from and after the earliest period allowed by law.

Adopted: December 16, 2025 [Signature]  
President of Council

Attest: [Signature]  
Clerk of Council

Date: 12.17.25 Approved: [Signature]  
Mayor

Submitted to the Mayor for his approval on this 17th day of December, 2025.  
[Signature]  
Clerk of Council