

Pyramid Lake Paiute Tribal Council

*Post Office Box 256
Nixon, Nevada 89424
Telephone: (775) 574-1000
Fax (775) 574-1054*

RESOLUTION NO.: PL 114-20

RESOLUTION OF THE TRIBAL COUNCIL OF THE PYRAMID LAKE PAIUTE TRIBE NIXON, NEVADA

WHEREAS, the Pyramid Lake Paiute Tribe is organized pursuant to the provisions of Section 16 of the Indian Reorganization Act and is federally recognized by the United States Government through the Secretary of the Interior for the Administration of programs and services for the residents of the Reservation; and

WHEREAS, the Pyramid Lake Paiute Tribal Council is the duly elected governing body of the Pyramid Lake Paiute Tribe, charged with the responsibility of establishing policy and taking action to provide administration guidelines; and

WHEREAS, the Pyramid Lake Tribal Human Resources department acknowledges the importance of protecting employees from possible exposure to the highly contagious COVID-19 coronavirus may result in modification to existing policies & processes and has submitted Section 10.6 Annual Leave Balance (Amended); and

WHEREAS, the Pyramid Lake Paiute Tribal Council established a Tribal Personnel Committee to review the Personnel Policies and Procedures Manual, recommending revisions by resolution determined necessary for the proper management and administration of the Personnel System; and

WHEREAS, the Personnel Committee has reviewed proposed addition of Section 10.6 Annual Leave Balance (Amended) policy) and recommends approval of amendment during the COVID-19 Pandemic period; and

WHEREAS, the Executive Team in conjunction with Tribal Chairman have reviewed the proposed addition to the Personnel Policies and Procedures Manual and recommends approval of the same.

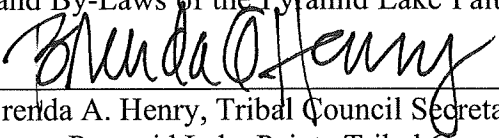
WHEREAS, all employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak. The Tribal Administration hereby incorporates provisions to address the current status of leave accrual and/or use by increasing the carryover leave amounts; and

NOW, THEREFORE BE IT RESOLVED, that the Pyramid Lake Paiute Tribal Council, governing body of the Pyramid Lake Paiute Tribe, hereby accepts the recommendation of the Personnel Committee and approves the attached temporary revision to the Tribal Personnel Policies and Procedures Manual:

SECTION 10.6 ANNUAL LEAVE BALANCE

CERTIFICATION

It is hereby certified that the foregoing resolution of the Pyramid Lake Paiute Tribal Council, the governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom nine (9) constituting a quorum were present at a meeting duly held on the 20th day of November 2020, was adopted by the affirmative vote of seven (7) for and zero (0) against and one (1) abstentions pursuant to the authority contained in the Constitution and By-Laws of the Pyramid Lake Paiute Tribe.



Brenda A. Henry, Tribal Council Secretary
Pyramid Lake Paiute Tribal Council

SECTION 10. ATTENDANCE AND LEAVE POLICY

10-6. ANNUAL LEAVE

- A. Purpose. Annual leave is provided and used for allowing employees a vacation period for rest and recreation, and allowing periods of time off for personal and emergency reasons.

The taking of annual leave is a right of the employee, subject to the right of the Supervisor having authority to approve annual leave to schedule the time at which leave may be taken. Except in emergencies, employees will be required to obtain prior approval of annual leave.

- B. Accumulation. Leave shall be accumulated for hours worked, Administrative Leave accrual is not allowable. Full-time employees shall be entitled to annual leave according to the following schedule for Tribal service:

<u>Length of Employment</u>	<u>Rate of Leave Accumulation</u>
Less than 5 years	2 hours per week
5 to 10 years	3 hours per week
Over 10 years	4 hours per week

- C. Eligibility. Employees may use annual leave after completion of the probationary period. Probationary employees accrue annual leave from the date of hire, but cannot use annual leave until the probationary period is completed and regular status is granted.

Temporary or intermittent employees are not eligible for accrued leave, or other benefits. Part-time employees will earn annual leave on a pro-rated basis according to assigned hours.

- D. Use of Annual Leave. Approval and timing of vacations will be determined by the department with due regard to the employee's wishes and needs of the service. Annual leave should normally be taken within one calendar year from the day earned. However, one hundred twenty (120) hours may be carried over into a new calendar year with the understanding that if the organization, program or contract, is not refunded for the next fiscal year, the carry-over hours will not be paid to them. Leave over one hundred twenty (120) hours at the end of a calendar year will be forfeited, without compensation to the employee.
- E. Payment for Unused Annual Leave. A regular employee whose employment is terminated will be paid for unused accumulated annual leave when proper notice is given or when in the best interests of the Tribe.
- F. Covid Period Annual Leave Balance. Employees who are unable to utilize their annual leave in accordance to D. Use of Annual Leave, due to the Covid Pandemic shall be allowed to carry over their annual leave balance (depending upon funding availability).