

4/20/2026 City of Lead Personnel Policy Update:

LEAVE

1.1. VACATION LEAVE

1.1.1. All permanent full-time municipal employees shall be allowed annual vacation leave with full pay. An employee shall not be eligible for annual vacation until employed by the city for a period of one year.

1.1.2. Employees shall receive paid vacation according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>VACATION LEAVE</u>
1 through 6 years	80 hours
7 through 12 years	120 hours
13 through 20 years	160 hours
20+ years	160 hours + one week pay

1 through 4 years	80 hours
5 through 9 years	120 hours
10 through 15 years	160 hours
15 through 19 years	160 hours + one week pay
20+ years	160 hours + two weeks pay

1.1.3. Vacation leave is to be granted by the Department Head.

1.1.4. Seniority may be considered in determining vacation leaves and in such situations as deemed advisable by the city.

1.1.5. All employees are required to use two weeks of vacation every year after their first year of employment. Employees that earn more than two weeks per year will be allowed to carryover up to 80 hours or get paid up to 80 hours in lieu of taking vacation provided that the employee used 80 hours of earned vacation first. Carryover and or pay in lieu of taking vacation must be done within 90 days of an employee's anniversary date.

1.1.6. Any full-time employee with more than one year of service, whose services are terminated due to circumstances over which the employee has no control, shall receive pro-rata pay for vacation accumulated beyond the employee's anniversary date. Pro-rata pay shall be computed on a straight percentage basis, using the employee's employment days beyond the employee's anniversary date, and based on a 365 day per year standard.

RESIDENCY POLICY FOR THE CITY OF LEAD

PERSONNEL POLICY AND PROCEDURES MANUAL CITY OF LEAD, SOUTH DAKOTA

DEFINITIONS

Residence: the place in which a person has fixed their habitation and to which, whenever they are absent, they have the intention of returning.

RECRUITMENT AND SELECTION

All employees shall be required to follow the City of Lead's residency policy.

2021 MODIFICATION

~~Per a consensus by the Lead City Commission on April 19, 2021, the Residency Policy now states that employees will be allowed to live within the Lead Deadwood School District, excluding the City Administrator, Public Safety Director/Chief of Police and Public Works Director, who must reside within the city limits of Lead.~~

~~It has been understood, and restated numerous times, that new employees must abide by the Residency Policy within ninety (90) days of their first day of work.~~

2026 MODIFICATION

Per a consensus by the Lead City Commission on April 20th, 2025, the Residency Policy now states that employees will be allowed to live within a sixteen mile radius of Lead City Hall, excluding the City Administrator, Public Safety Director/Chief of Police and Public Works Director, who must reside within the city limits of Lead.

New employees must abide by the Residency Policy within ninety (90) days of their first day of work.

Employees are expected to report to work as scheduled and perform their duties in a reliable and timely manner. Failure to do so, regardless of residence location, may result in disciplinary action consistent with City personnel policies.