

August 27, 2019

Board of Supervisors  
Meadow Pointe Community Development District

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District will be held on **Thursday, September 5, 2019 at 6:30 p.m.** in Clubhouse C of the Meadow Pointe Community Park, 28245 County Line Road in Wesley Chapel, Florida.

**PUBLIC/AUDIENCE COMMENTS:**

There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted in the agenda. Additionally, audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the Chair and comments are limited to three minutes per person. This time may be extended at the discretion of the Chair. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

Following is the agenda:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments
4. Deed Restriction & Architectural Review Matters
5. Approval of Financials and Invoices Through July 2019 (distributed separately)
6. Operational Matters
7. Audience Comments
8. Adjournment

Copies Furnished:  
District Manager  
District Counsel  
Operations Manager

## Meadow Pointe CDD Vacation, Sick Leave, and Holiday Policy

### **Operations Manager (Salary Position)**

Operations Manager will receive 80 vacation hours per calendar year. A maximum of 40 hours of unused vacation may be carried over from one year to the next, but must be used in the next calendar year. There will be no conversion of unused vacation time to a cash payment.

Operations Manager will receive a maximum of 80 sick leave hours per calendar year. There will be no carry over from one year to the next or cash payment of unused sick leave.

Vacation and sick leave will accrue at a rate of 3.08 hours per pay period.

Limited compensatory time for extraordinary circumstances may be granted by the Board of Supervisors Chairperson, or in the absence of the Chair, by the Vice Chair.

The Board of Supervisors Chairperson, or in the absence of the Chairperson the Vice Chairperson, must approve vacation or sick leave and must approve the payroll submission each pay period.

### **Administrative Assistant (Full time hourly position)**

Administrative Assistant will receive 80 vacation hours per calendar year. Vacation time will accrue at a rate of 3.08 hours per pay period. There will be no carry over or conversion to cash payment of unused vacation time.

Administrative Assistant will receive a maximum of 80 sick leave hours per calendar year. There will be no carry over from one year to the next or cash payment of unused sick leave.

Vacation and sick leave will accrue at a rate of 3.08 hours per pay period.

Work hours will not exceed 40 hours per week. Any additional hours required will be covered by part time employees.

### **Regularly scheduled part time employees (hourly positions)**

These employees will receive five days of vacation per year accruing at a rate of 1.54 hours per pay period. There will be no carry over or cash conversion for unused vacation.

Pay for these vacation days will be at the hourly rate for the number of hours normally worked by the employee.

These positions must be approved by the Chairperson of the Board of Supervisors.

These vacation hours will be tracked by the Operations Manager and will be paid as if the employees had worked those hours.

**All other part time employees (hourly positions)**

These employees are not authorized any vacation or sick leave.

**Holidays**

The following paid holidays will be observed by the Operations Manager and the Administrative Assistant:

New Year's Day

Memorial Day

July 4

Labor Day

Thanksgiving Day and the day after

Christmas Eve

Christmas Day

2 Floating Holidays

Note: When any of the above holidays fall on a Saturday, it will be observed on the previous Friday. When any of the above holidays fall on a Sunday, it will be observed on the following Monday.