



**Little River Band of Ottawa Indians**

375 River Street  
Manistee, MI 49660  
(231) 723-8288

**Resolution # 03-1112-388**

*Calculation Corrections to Time Off in Sections 6.8 and 6.9 of the Government  
Operations Personnel Manual*

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council adopted the *Government Operations Personnel Manual*, as amended from time to time, by resolution; and

WHEREAS, the Tribal Council, upon presentation of information from the Ogema, adopted comprehensive amendments which primarily clarified the coordination of Annual Leave, Personal Leave, Short Term Disability Insurance and Family Medical Leave Act time; and

WHEREAS, the Ogema has presented information which identifies that Annual Leave and Personal Leave was inadvertently calculated based on hours worked, rather than hours paid, which miscalculates the hours earned; and

WHEREAS, the Ogema has presented amendments to the *Government Operations Personnel Manual* which corrects these calculations which have been reviewed by the Tribal Council and have been determined appropriate corrective action;

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby approves the following corrective amendments to the calculation of Annual Leave and Personal Leave as set forth in sections 6.8 and 6.9 of the *Government Operations Personnel Manual* as identified below.

**6.8 ANNUAL LEAVE**

[...]

Regular full-time employees shall earn annual leave based upon their continuing length of service with the Little River Band. Annual leave shall be earned according to the following schedule:

- a. Regular full-time employees with up to one year of service shall accrue annual leave at a rate of one (1) hour per forty (40) hours ~~worked~~ *paid*. Accrual begins from the first day of employment. However, no annual leave will be granted to a new employee until he/she has satisfactorily completed the probationary period.
- b. Regular full-time employees with one (1) to seven (7) years of service shall accrue annual leave at a rate of two (2) hours per forty (40) hours ~~worked~~ *paid*.
- c. Regular full-time employees with seven (7) or more years of service shall accrue annual leave at a rate of three (3) hours per forty (40) hours ~~worked~~ *paid*.

Regular full-time and regular part-time employees who ~~work~~ *are paid* less than 40 hours per week will receive annual leave on a prorated basis.

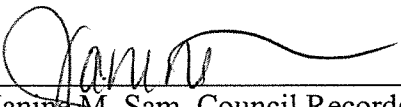
**6.9 PERSONAL LEAVE**

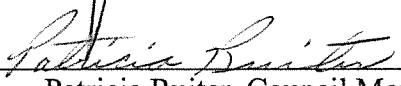
*Employees are eligible to begin accruing personal leave after 90 days of employment with the Tribe. Regular full-time employees shall earn personal leave based upon their continuing length of service with the Little River Band. Personal leave shall be earned in at a rate of ~~1.5~~ 1.54 hours per forty hours ~~worked~~ *paid*. Regular full-time and regular part-time employees who ~~work~~ *are paid* less than 40 hours per week will receive personal leave on a prorated basis.*

IT IS FURTHER RESOLVED THAT the Tribal Council hereby directs that amendments to the Annual Leave Calculation shall be implemented immediately, and amendments to the Personal Leave calculation shall be implemented on January 1, 2004.

**CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 6 FOR, 0 AGAINST, 0 ABSTAINING, and 3 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on November 12, 2003, at the Little River Band's Community Center in Manistee, Michigan, with a quorum being present for such vote.

  
\_\_\_\_\_  
Janine M. Sam, Council Recorder

  
\_\_\_\_\_  
Patricia Ruiter, Council Member

Attest:

Distribution: Council Records  
Tribal Ogema  
Tribal Court  
Legal Department