

RESOLUTION NO. 904

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LOWER MAKEFIELD TOWNSHIP AMENDING THE LOWER MAKEFIELD TOWNSHIP PERSONNEL RULES AND REGULATIONS BY CHANGING THE PROVISIONS OF SECTION 7.2 RELATED TO ANNUAL VACATION

WHEREAS, in 1982, the Board of Supervisors of Lower Makefield Township adopted the Personnel Rules and Classification Plan applicable to all Township employees, except as modified by any Collective Bargaining Agreements or Employment Agreements; and

WHEREAS, the Board of Supervisors desires to amend the provisions of Section 7.2 of the Personnel Rules and Classification Plan related to annual vacation, which said amendments the Board of Supervisors believes is in the best interest of the Township.

NOW THEREFORE, be it resolved by the Board of Supervisors of the Township of Lower Makefield as follows:

1. The provisions of the Township of Lower Makefield Personnel Rules and Regulations as set forth at Section 7.2 Annual Vacation are hereby amended by deleting the provisions as set forth therein and providing as follows:

7.2 Annual Vacation

Annual vacation is accumulated as the following table reflects, based on length of service with the Township. Vacation time accrues only during the periods that employees are on the payroll and actively performing their duties:

<u>Years of Service by Vacation Anniversary Date</u>	<u>Vacation Earned</u>
six (6) months after the date of hire	one (1) week
after one (1) year	two (2) weeks
after five (5) years	three (3) weeks
after ten (10) years	four (4) weeks
after eighteen (18) years	five (5) weeks

For the purpose of calculating length of service for vacation entitlement, after one (1) year of service, the succeeding January 1 date shall be considered as the vacation anniversary date. For example, if an employee is hired on December 15, 1994, he/she will have one (1) year of service for vacation purposes on January 1, 1996, two (2) years of service on January 1, 1997, and so on.

All annual vacations shall be planned well in advance and must be approved by the employee's department head. Vacation shall not be carried over into the next calendar year. Unused earned vacation will be paid to an employee who leaves the Township in good standing.

Two (2) personal days with pay shall be granted to each employee on the payroll and actively performing duties. His/her department head must approve the particular date chosen for a personal day of leave.

This Resolution was duly adopted by the Board of Supervisors Lower Makefield Township at its regularly scheduled meeting on the third day of April, 1995.

BOARD OF SUPERVISORS
LOWER MAKEFIELD TOWNSHIP
