

## ORDINANCE 2009-03

Key: Add; [Delete]

**WHEREAS**, the Board of Commissioners of Radnor Township (the Board) adopted the Radnor Township Administrative Code (the Code); and

**WHEREAS**, the Board desires to amend the Code to cap the potential financial exposure of the Township for accrued vacation time and to limit the amount of accrued vacation time that may be carried over into future years.

**NOW, THEREFORE BE IT ORDAINED AND ENACTED THAT** the Board of Commissioners does hereby amend the Township Administrative Code, Section 5-59, as follows:

(D) Vacations and personal leave.

(1) Vacations and personal leave shall be earned and used in accordance with the provisions of the formal contracts for employees covered thereunder [with employee bargaining units]. The Board shall establish and reflect in the employee handbook vacation and personal leave credits for employees not covered by contract.

(2) Use and carryover. [Employees must take their vacations during the calendar year, and vacation time may not be carried over the year's end unless approved, in writing, by the Manager. Such accumulations shall not exceed two weeks.]

- (a) Unless provided otherwise in accordance with the provisions of formal contracts, employees shall take their vacations and use all of their vacation time and personal leave earned on or after January 1, 2009, during the calendar year in which it was earned. Vacation time and personal leave shall not be carried over the year's end, except as provided in (b) below;
- (b) Notwithstanding the foregoing, upon good cause shown, on recommendation by the Manager and formal, public approval by the Board, an employee may be permitted to carry over a maximum of two weeks vacation time earned on or after January 1, 2009, to the following year, which two weeks vacation must be used, in its entirety, in that year, or the time carried over shall expire;
- (c) Vacation time and personal leave that employees have accrued prior to January 1, 2009, may remain as accrued vacation time and shall be used and resolved in accordance with the policy fixed therefore by the Board and reflected in the employee handbook. This accrued vacation time shall be fixed and paid at the employee's 2008 wage rate even if the employee's wage rate at the time of separation of employment is higher.

(3) [Permanent] Regular, full-time employees who are separated from the service shall be compensated for accumulated vacation and personal leave up to the date of separation at the employee's wage rate in effect on December 31, 2008.

**ORDAINED AND ENACTED** this 23<sup>rd</sup> day of February, 2009.

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Thomas A. Masterson, Jr., Esq., President

Attest: \_\_\_\_\_  
Coretta N. Hutchinson, Secretary