

**HONEY BROOK TOWNSHIP**  
**Resolution 12 - 2008**  
**Personnel Policy Manual Amendments**

Whereas, the Board of Supervisors of Honey Brook Township (Board) has adopted an employee policy manual known as the "Honey Brook Township Personnel Policy Manual" (Manual); and

Whereas, the Board does desire to modify the provisions of the Manual in the following manner:

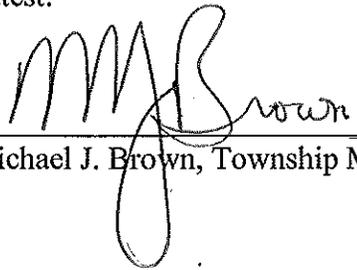
- Section 102—Benefit year. The twelve (12) month period starting at the employee's initial hire date or return from disability leave.
- Section 108.3.B— If such written notice is given and accepted by the Township, it may grant an unpaid leave of absence. The leave of absence shall be granted in thirty (30) day increments, and may be extended for a maximum of six (6) months, at which time employment shall be terminated. Extension of disability leave shall be routinely granted up to the maximum allowed with proof of continued disability provided by a physician.
- Section 108.3.C—Unpaid disability leave shall commence on the date the employee is approved for leave. An employee may concurrently use accrued vacation, sick or personal leave while on disability leave. The employee shall be paid for holidays observed while being paid with personal leave. The maximum allowable disability leave shall not be extended by use of accrued personal leave. Vacation, sick and personal leave time shall not accrue while the employee is on disability leave. The Township shall continue Section 109 insurance benefits while an employee is on disability leave. Seniority benefits, where applicable, shall accrue.
- Section 108.3.D—When the employee is able to return to work, the employee shall give the Township at least one (1) week's notice by providing a physician's certificate stating the employee is physically able to return to duty. Upon return, the employee shall work at least thirty (30) hours per week to qualify for Section 109 insurance benefits.
- Section 108.1—Employees with less than three (3) years service shall be afforded the opportunity to take vacation up to their annual accrual prior to actually working the time necessary to earn vacation leave. If employment terminates after the vacation has been taken, but before it has been fully earned, a deduction of the unearned portion shall be made from the employee's final paycheck. Current employees with more than three (3) years service shall be afforded the same terms until January 1, 2011, at which time leave will accrue per Section 108.1.C.4.
- Section 108.1.F—If employment is terminated before utilizing accrued vacation leave in any given year, the employee shall be paid for the unused leave.
- Section 108.1.G—An employee may carry up to one hundred sixty (160) hours of vacation time into a new benefit year.
- Section 108.1.I is deleted, and subsequent sections renumbered.
- Section 108.1.M is deleted.
- Sections 108.9.C, D & E are renumbered to Section 108.9.A, B & C.
- Section 108.9.A—Employees expecting to become a parent either by birth or adoption shall, upon request, be granted up to three (3) months leave without pay for purposes of preparing for the child's arrival or caring for the child after arrival. Parental leave shall commence on the date the employee is approved for leave. An employee may concurrently use accrued vacation, sick or personal leave while on parental leave. The employee shall be paid for holidays observed while being paid with personal leave. The maximum allowable parental leave shall not be extended by use of accrued personal leave. Vacation, sick and personal leave shall not accrue while on parental leave. Section 109 insurance benefits shall continue during this leave.

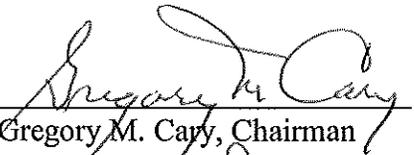
Whereas, the effective date of the revisions shall be January 1, 2009,

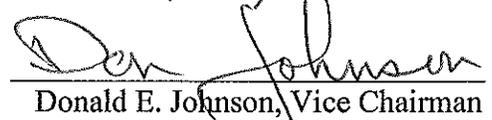
BE IT THEREFORE RESOLVED, by the Board of Supervisors of Honey Brook Township, that the said Board does hereby adopt the revisions to the Manual.

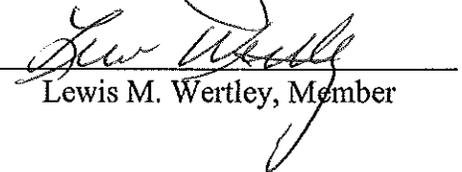
RESOLVED, this 10<sup>th</sup> day of December, 2008.

Attest:

  
\_\_\_\_\_  
Michael J. Brown, Township Manager

  
\_\_\_\_\_  
Gregory M. Cary, Chairman

  
\_\_\_\_\_  
Donald E. Johnson, Vice Chairman

  
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Lewis M. Wertley, Member