

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2011.10.17.02**

IN RE: Revisions/Amendments to the Sugarcreek Township Personnel Policies  
and Procedures Manual

WHEREAS, this Board of Sugarcreek Township Trustees and Administration shall review as needed the Policies and Procedures Handbook (Personnel Manual); and,

WHEREAS, these policies and procedures are essential in regards to the retention and recruitment of a highly qualified and motivated work force; and,

WHEREAS, the policies and procedures are designed to be consistent with the requirements of the state and federal laws and regulations relative to employment; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has submitted proposed revisions/amendments to the Sugarcreek Township Personnel Policies and Procedures Manual to this Board of Trustees; and,

WHEREAS, this Board of Sugarcreek Township Trustees recognizes the value of rewarding long-term employees and the productivity they bring to the Township; and,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the revisions/amendments to 6.7 Vacation Leave Entitlement and 6.7.1 Vacation Leave Accrual Rates to the Sugarcreek Township Personnel Policies and Procedures Manual (copy hereto attached) effective October 3, 2011.

BE IT FURTHER RESOLVED, that these revisions/amendments shall be copied and distributed to each Township employee to remove the old policy page and insert the revised policy page(s) in their Personnel Policies and Procedures Manual.

Absent  
Dick King, Chairperson

  
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Nadine S. Daugherty, Vice Chairperson

  
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Michael E. Pittman, Trustee

  
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Theodore L. Hodson, Fiscal Officer

**6.7 Vacation Leave Entitlement**

Full-time employees are entitled to vacation leave with pay after one year of continuous service with the Township. The amount of vacation leave to which an employee is entitled is based upon length of service as determined by the last full-time hire date:

1. Less than one year of service - no vacation
2. One year of service, but less than eight years service - 80 hours
3. Eight years of service, but less than fifteen years service – 120 hours
4. Fifteen years of service, but less than twenty-five years service - 160 hours
5. Twenty-five or more years of service – 200 hours

**6.7.1 Vacation Leave Accrual Rates**

Vacation leave is accrued during each bi-weekly pay period while on active paid status at the following rates:

1. 80 hours annual vacation leave - 3.1 hours per pay period (1-7 yrs of service).
2. 120 hours annual vacation leave - 4.6 hours per pay period (8-14 yrs of service).
3. 160 hours annual vacation leave - 6.2 hours per pay period (15-24 yrs of service).
4. 200 hours annual vacation leave – 7.7 hours per pay period (25 or more yrs of service).

The Township Fiscal Officer will round the hours on the employee's anniversary date.