

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2010.11.01.10**

IN RE: Revision of Paid Time-off Policy for Part-time Fire Department Employees

WHEREAS, the Sugarcreek Township Board of Trustees passed Resolution 2003.03.17.04 authorizing the Paid Time-off (PTO) Policy for part-time firefighters and passed Resolution 2009.07.29.03 revising said policy; and,

WHEREAS, the Board of Trustees recognizes the positive effect this policy has had in retaining quality employees; and,

WHEREAS, Fire Chief Randall J. Pavlak feels it is in the best interest of Sugarcreek Township and the part-time fire department employees to update this program and make revisions for clarification of the policy; and,

WHEREAS, a copy of the revised policy is attached to this resolution,

NOW THEREFORE BE IT RESOLVED, that this Sugarcreek Township Board of Trustees hereby authorizes the attached revisions to the Paid Time-off Policy for Part-time Fire Department Employees, effective November 1, 2010.



Michael E. Pittman, Chairperson



Dick King, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer

**Sugarcreek Township Fire Department  
Paid Time-off Policy for Part-time Employees**

**Years of Service:** Part-time employees accrue PTO based on the number of hours worked per pay period (up to a maximum of 60 hours). Overtime and/or recall time does not count towards accrued PTO time. Years of service are to be continuous years of service as a Part-time Fire Department employee.

The maximum hours accumulated per calendar year:

1 – 3 years of service	30 hours per year (maximum annual carryover of 30 hours)
4 – 25 years of service	60 hours per year (maximum annual carryover of 30 hours)

**Calculation:**

1 – 3 years of service	.01924 (x) hours worked per pay period
4 – 25 years of service	.038465 (x) hours worked per pay period

**Use of Accumulated Time:**

In years 1-4 the employee may use up to 30 hours of accumulated PTO.

In years 5-25 the employee may use up to 60 hours of accumulated PTO.

**PTO can be used for:**

- Illness
- Vacation
- Medical Appointments

**PTO Regulations/Guidelines:**

1. Firefighter may not use PTO for Holidays.
2. PTO cannot be used for one-year from hire date for new hires.
3. Sick leave must be approved two 2 hours prior to use.
4. Long-term PTO leave (greater than 24 hours) for firefighters must be approved two (2) weeks prior to use by the Fire Chief of his designee.
5. Emergency use of PTO must be approved 24 hours prior to use.
6. PTO must be used in 2 hour increments.
7. Maximum annual carryover of PTO is 30 hours.
8. Any PTO hours over the thirty 30 hour carryover are lost at the end of the anniversary date year.
9. No more than two (2) part-time firefighters may use PTO in the same time period.
10. Full-time employees have priority over part-time employees for scheduled leave or medical appointments.
11. Approval of the use of PTO will be based on operational needs of the department.
12. Upon resignation, total PTO hours accumulated will be paid out at 50% of the accrued total and the end of the pay period in which an employee resigns.
13. Employees who are reclassified from Part-time status to Full-time status shall receive 50% of their accumulated PTO time as vacation and subject to Township Policy regarding Full-time employees and vacation use.
14. Total accumulation for each year maximum is: 30 for years 1-3; 60 for years 4-25. Total hours worked times calculation factor will be used each pay period. Once you achieve the yearly total accumulation maximum, your accumulation ceases until your next anniversary date.