

**TOWNSHIP OF PATTERSON  
BEAVER COUNTY,  
PENNSYLVANIA**

RESOLUTION NO. 2023-009

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF PATTERSON, COUNTY OF BEAVER, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE TOWNSHIP'S PERSONNEL POLICY MANUAL TO IMPLEMENT A REVISED POLICY ON PERSONAL DAYS AND VACATION DAYS.

**WHEREAS**, the Township of Patterson has adopted a Personnel Policy to address personnel matters of the Township;

**WHEREAS**, the Township wishes to amend the Personnel Policy to implement a revised policy on personal days and vacation days;

**WHEREAS**, the Township wishes to amend the Personnel Policy.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Township of Patterson hereby amends the Personnel Policy as follows:

**SECTION 1. AMENDMENTS.**

The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section IX as follows:

Personal Days – Regular Full-Time and Regular Part-Time employees will be granted one (1) personal day after completing sixty (60) days of service and one (1) additional personal day after completing six (6) months of service. After completing one (1) year of service, and for each year thereafter, Regular Full-Time and Regular Part-Time employees shall receive three (3) personal days. Personal Days must be requested and used no later than one year following the date it is earned. There will be no payment for unused personal days.

The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section VIII.5 as follows:

5. Vacation – Employees shall adhere to established work hours and be at their place of duty and available for work as scheduled.

Part-Time employees are not eligible for paid vacation of any type. Employees covered by contract shall be granted vacation time as specified in the contract.

Regular Full-Time and Regular Part-Time employees not covered by contract shall be granted vacation time as follows:

Vacation – Employees shall earn vacation according to the following schedule:

After 6 months of service	5 days
After 1 <sup>st</sup> year through 5 <sup>th</sup> year	10 days each year
After 5 <sup>th</sup> year through 10 <sup>th</sup> year	15 days each year
After 10 <sup>th</sup> year through 20 <sup>th</sup> year	20 days each year
After 20 <sup>th</sup> year and succeeding years	25 days each year

All employees shall turn in a vacation schedule by April 1<sup>st</sup> of the year it is to be taken for approval. A copy is to go to their immediate supervisor, the Township Secretary and the Supervising Commissioner. All scheduled vacation changes after April 1<sup>st</sup> must be approved by the supervising Commissioner beforehand and forwarded to the Township Secretary for recording.

Vacations will be chosen in the order of seniority with no two persons on vacation at the same time. Anyone choosing to change their date of vacation after everyone else has chosen their vacation must request it at least two weeks in advance and cannot take a week that someone else has chosen. At their discretion a department head may, when feasible, accommodate an employee by permitting individual vacation days.

Use of vacation time is subject to approval by the employee's immediate supervisor and that department's commissioner and shall be granted subject to management's responsibility to maintain efficient operations.

## **SECTION 2. REPEALER.**

All prior Resolutions or parts thereof inconsistent herewith are hereby repealed only to the extent of such inconsistency.

**SECTION 3. EFFECTIVE DATE.**

This Resolution shall be effective upon enactment.

**NOW, THEREFORE,** be it resolved by Board of Commissioners of the Township of Patterson that the above Resolution is hereby adopted this 9<sup>th</sup> day of March 2023.

  
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Paula Wagoner, President

ATTEST:

  
Township Secretary