

Atlas Township Benefit Policy for Full Time Employees
(This policy does not apply to elected officials)

Holidays: Full-Time employees shall be paid for the following Holidays provided they work all regular scheduled hours the day before and the day after the Holiday unless the employee was granted pre-approved paid time off (PTO). The Township Board reserves the right to approve or deny paid time off requests when conflicts in schedules arise. If the Holiday falls on a day when the Township is not scheduled to be open (Friday, Saturday, or Sunday) no Holiday Pay will be given. If the Township Board elects to close on a Monday following a Sunday Holiday, the full-time employees shall be paid for the day. Holidays paid are approved by the Township Board each calendar year. In the event of an unexpected closure such as inclement weather resulting in a State of Emergency declaration by Genesee County, or the State of Michigan, scheduled full time employees will be paid.

Below is a list of holidays that are considered each year for approval:

- New Year's Day
- MLK Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day/Indigenous People Day
- Veterans Day
- Day prior Thanksgiving
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Paid Time Off (PTO): Full-time employees shall be defined as full-time working the scheduled hours of Monday-Thursday 8:00am-5:00pm. The Township reserves the right to adjust the definition of full-time to 40 hours if, and when the Township deems it necessary to increase the current days or hours of operation from four (4), to five (5) days. All full-time employees shall accrue vacation leave with pay according to length of service and date of hire. Paid time off (PTO) leave may not be taken until earned. PTO shall be used in a minimum of 2 hour increments. PTO is designed to be used for vacation and planned absences. PTO requires approval in advance by Department Head or Supervisor. It is the responsibility of the employee to adequately plan for the use of their allowed PTO. There is no pay out for unused PTO at year end. *Up to four (4) days may be rolled over into the following year if approved by the department head. Any rolled over days must be used prior to March 31st.

Personal/Sick Time(PST): Full-time qualified employees with a minimum of 6 months of full-time service will be granted personal/sick time which shall be used in a minimum of 2 hour increments. Personal/sick time is to be used for unexpected illness or to deal with personal/private matters and cannot be combined with paid time off. When the situation allows, advance notice of the use of PST is appreciated when utilizing for personal/private matters. There is no roll over or pay out for unused PST at year end.

PTO or PST must be used to cover any absence or time away from work. Employees may not retain PTO and PST to be used at their discretion. Any available PTO and PST must be used for any short-term or long-term absence.

Length of Service	# of hours Allowance per Year
6 + Months	18 hours PTO + 9 hours PST
1 Year	36 hours PTO + 36 hours PST
2 - 4 Years	72 hours PTO + 36 hours PST
5 Years	108 hours PTO + 36 hours PST
10 Years or more	144 hours PTO + 36 hours PST

Notice of absence from work- Employees shall give prior notice to their designated department head whenever they expect to be late or absent from work. All time off (PTO and PST) shall be tracked by the Township Clerk through the Payroll system and reported to the Township Board.

Health Insurance – Atlas Township does not offer Health Insurance.

Life Insurance – Atlas Township does not offer Life Insurance.

457 Plan – After 1-year of full-time employment a full-time employee will be eligible for inclusion in the 457 Plan with a Township contribution of 10% of wages earned. No earned wage match is required and the employee may elect to contribute an additional percentage of their earned wages as allowed by law.

This Policy was adopted by the Atlas Township Board of Trustees on April 18, 2022.