

HAMBURG TOWNSHIP

PERSONNEL POLICIES & PROCEDURES MANUAL

4.0 EMPLOYEE BENEFITS

4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year's Day <i>x2</i>	Independence Day	Day after Thanksgiving Day <i>x2</i>
Martin Luther King Jr. Day <i>MONDAY</i>	Labor Day <i>MON</i>	Christmas Eve Day <i>x2</i>
President's Day <i>MONDAY</i>	Veteran's Day <i>MON</i>	Christmas Day <i>x2</i>
Good Friday <i>FRIDAY</i>	Thanksgiving Day <i>x2</i>	New Year's Eve Day <i>x2</i>
Memorial Day <i>MONDAY</i>		

Full time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of eight (8).

Permanent part-time (non-seasonal) employees hired prior to July 17, 2012, and who work at least an average of twenty (20) hours per week, will receive compensation at their regular rate of pay based on four (4) hours if it is a full-day holiday

All permanent part-time (non-seasonal) or temporary part-time employees hired after July 17, 2012, shall not qualify for paid holiday time off.

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay

4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

	Forty (40) Hour Work Schedule	Fifty-three (53) Hour Work Schedule
On one-year anniversary	80 vacation hours (10 days)	72 vacation hours
On two-year anniversary	120 vacation hours (15 days)	120 vacation hours
On three-year anniversary	140 vacation hours (17.5 days)	144 vacations hours
On eight-year anniversary	160 vacation hours (20 days)	168 vacation hours
On fifteen-year anniversary	180 vacation hours (22.5 days)	180 vacation hours
On twenty-year anniversary	200 vacation hours (25 days)	204 vacation hours

After a probationary period of six months of employment a newly hired, full-time