

**BOROUGH OF PENNINGTON
RESOLUTION 2024 – 12.14**

**RESOLUTION TO AMEND BOROUGH POLICY AND PROCEDURES
MANUAL TO AMEND RECOGNIZED HOLIDAYS**

WHEREAS, Borough Council seeks to amend the Borough Policy and Procedures Manual by amending the list of holidays for which full-time employees are eligible to receive holiday pay; and

WHEREAS, the proposed changes are consistent with applicable collective bargaining agreements;

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Pennington, that Section 4.5 of the Policy and Procedures Manual be amended to change the list of Recognized Holidays (with additions underlined and deletions crossed out) as follows:

4.5 HOLIDAYS

- Only full-time employees are eligible for holiday pay.
- Part-time employees and temporary employees are not eligible to receive holiday pay.

RECOGNIZED HOLIDAYS

The following holidays are recognized by Pennington Borough as paid holidays:

New Years Day
Martin Luther King’s Birthday
Presidents Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
~~Columbus Day~~
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Day after Christmas (next work day)

HOLIDAY POLICIES

An employee may take time off to observe religious holidays. The time off is without pay. The employee must notify the supervisor at least ten business days in advance.

All national holidays will be scheduled on the day designated by common business practice except if New Year’s Day (January 1st) falls on a Saturday, the paid holiday will be the following Monday only.

If a holiday occurs during an employee’s scheduled vacation the holiday will not count as a vacation day.

In order to qualify for holiday pay, an employee must work the scheduled workday immediately before and after the holiday. Only time off approved by the supervisor will be considered exceptions to this policy.

An employee is not eligible to receive holiday pay when on an unpaid leave of absence.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Marciante				
Chandler					Stern				
Gnatt					Valenza				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 30, 2024.

Elizabeth Sterling, Borough Clerk