

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2020-92

November 12, 2020

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
APPROVING PERSONAL TIME CARRY-OVER FOR
EXECUTIVE DIRECTOR JULIE ACTON

WHEREAS, Executive Director Julie Acton (“Executive Director”) has accrued 80 hours of personal time during the 2020 calendar year with an additional 7 hours of personal time carried over from 2019; and

WHEREAS, Executive Director currently has 65 hours of unused personal time remaining; and

WHEREAS, due to the numerous construction projects going on at the landfill, Executive Director Acton was unable to use all allotted personal time; and

WHEREAS, the employment contract in force between the Salem County Improvement Authority (“SCIA”) and Executive Director states that use of personal leave time is governed by SCIA’s personnel policy; and

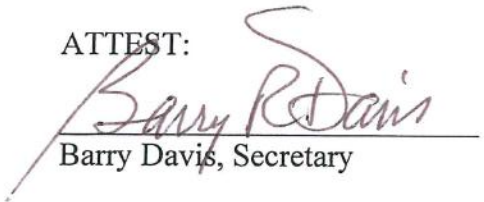
WHEREAS, SCIA personnel policy states that personal leave can only be used in the year in which it is credited and any unused portion at the end of the year is canceled; and


WHEREAS, SCIA has determined that this year is particularly unique in the significant amount of construction projects that are taking place at one time and the administrative challenges presented by the Covid-19 pandemic; and

WHEREAS, as a result of the significant number of construction projects and the challenges presented by Covid-19 pandemic the Executive Director has been unable to utilize her full personal time for the year. As such, SCIA has determined it fair and reasonable to allow for the carry-over of the Executive Director’s personal time under these circumstances.

NOW, THEREFORE, BE IT RESOLVED that SCIA approves the carry-over of 65 hours of personal time to be used by March 31, 2021.

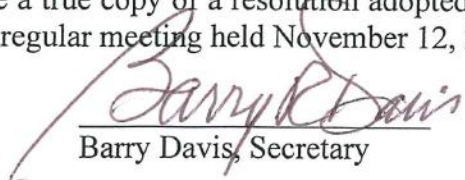
ATTEST:


Barry Davis, Secretary


Cordy Taylor, Chairman

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held November 12, 2020.


Barry Davis, Secretary



SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION
PO Box 890, 286 Welchville Road
Alloway, NJ 08001-0890

MEMORANDUM

To: Chairman Taylor and Board Members
From: Julie Acton
Date: 11/4/20
Reference: Request to carry-over 2020 personal days

I am requesting to carry over my personal days balance to 2021. Because of the major landfill construction projects, I haven't felt comfortable to take my allotted personal time off this year.

My 2020 balance is 65 personal hours. Most of the office staff has put in for time off around the holidays, so I want to be here to cover the office.

Please feel free to contact me if you have any questions regarding this request.

Thank you in advance for your consideration.

Julie

Cc: C. Garton, HR

