

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2021-109

November 10, 2021

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

WHEREAS, Resolution 2020-92 permitted Executive Director Julie Acton (“Executive Director”) to carry over 65 hours of personal time to be used by March 31, 2021; and

WHEREAS, Executive Director was unable to use her personal time by March 31, 2021, and therefore Resolution 2021-45 permitted Executive Director an extension of time to September 30, 2021, to use the allotted personal time; and

WHEREAS, Executive Director was only able to use 30 hours of personal time by September 30, 2021, and therefore has 35 hours of personal time remaining; and

WHEREAS, in addition to those 35 hours, Executive Director will not be able to use 50 additional hours of personal time by December 31, 2021, (for a total of 115 hours) due to numerous construction projects going on at the landfill and the resignation of the Landfill Manager and subsequent hiring of a new Landfill Manager; 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

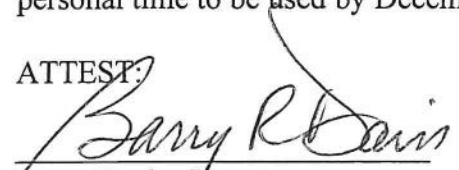
WHEREAS, SCIA personnel policy states that personal leave can only be used in the year in which it is credited and any unused portion at the end of the year is canceled; and

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 resignation of the Landfill Manager and subsequent hiring of his replacement; and

WHEREAS, as a result of the significant number of construction projects and the challenges presented by the resignation of the Landfill Manager, 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 115 hours of personal time to be used by December 31, 2022.

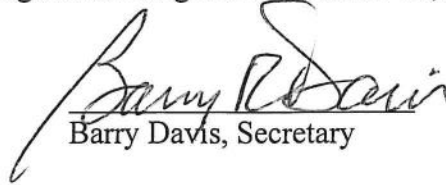
ATTEST:


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 10, 2021.


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 *ja*
Date: 11/1/21
Reference: Request to carry-over 2021 personal days

I am requesting to carry over my personal days balance to 2022. Because of the major landfill construction projects and the resignation of SCIA's Landfill Manager, I haven't felt comfortable to take my allotted personal time off this year.

My 2021 balance is 115 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

