SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2025-86

November 13, 2025

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING VACATION AND PERSONAL LEAVE POLICIES

WHEREAS, the Salem County Improvement Authority Personnel Policy and Procedures Manual serves as governing document of all employees, volunteers and independent contractors; and

WHEREAS, the Board approved and adopted the Revised Personnel Policy and Procedures Manual on July 9, 2024 pursuant to Resolution 2024-60, to ensure compliance with current requirements and sound practices; and

WHEREAS, the Personnel committee reviewed and recommended a revision to the Vacation and Personal Leave Policies language to adjust the compensation for new employees and/or employees transiting from part-time to full-time or full-time to part-time as outlined in the Vacation and Personal Leave Policies attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the SCIA hereby amends and adopts the Vacation and Personal Leave Policies, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the attached Vacation and Personal Leave Policies be and the same is hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.

ATTEST:

Barry Davis, Secretary

Susan Bestwick, Chairperson

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 13, 2025.

Barry Davis, Secretary

VI. LEAVES OF ABSENCE

Personal Leave

Policy

The Authority provides a competitive market-based benefit package to its employees, which includes a personal leave benefit for permanent full-time employees. Personal leave may be used for personal matters: travel, school, family affairs, sickness, etc. Employees may use it as needed throughout the year upon approval of Management.

Use of Personal Leave Around Holidays

Personal leave may be taken the workday immediately before and/or the workday immediately after an Authority Holiday.

Incremental Use

Personal leave may be taken in 8-hour or 4-hour increments to prevent disruption of the work schedule. Personal leave may be taken in smaller increments, with Management's advance approval.

Eligibility for New Employees

Full-time employees must successfully complete their 90-day initial employment period before they begin to earn personal leave. After working 90 days, personal leave will be credited back to the first day of work.

Full-time employees are credited with personal days in the calendar year of employment as follows:

- Employment beginning January 1st through March 31st credited with four (4) personal days. (32 hours)
- Employment beginning April 1st through June 30th credited with three (3) personal days. (24 hours)
- Employment beginning July 1st through September 30th credited with two (2) personal days. (16 hours)
- Employment beginning October 1st through December 31st credited with one (1) personal day. (8 hours)

New employees will be credited with 4 personal days the following January 1 and from thereafter.

*Employees who cannot use their personal time due to not having completed their initial employment period prior to December 31, will be allowed to carry over accrued personal time and it must be used by April 30 of the following year.

Personal Leave Accrual

Full-time Employees

Full-time employees are entitled to four (4) personal days (32 hours) per year, which are credited on January 1 of each year. Any unused days are forfeited at the end of the year. Personal time cannot be carried over.

Part-time Employees

Part-time employees are not eligible to accrue personal leave.

Part-time employees who become full-time employees will not have to wait the 90-day initial employment period. The newly full-time employee will follow the chart on the previous page for the first year of being in a full-time position. Thereafter, the employee will be credited with 4 personal days the following January 1.

Interns, Seasonal, and Temporary Employees

Interns, seasonal, and temporary employees are not eligible to accrue personal leave.

Notification and Approval to Use Personal Leave

Employees are required to submit a Time Off Request form to document their request to use personal leave and secure approval for their personal leave. When requesting personal leave, employees should give as much advance notice as possible, except in emergencies. In the event of an emergency employees must get verbal approval from Management. Employees will then obtain and fill out a Time Off Request form from HR and submit it to Management. Management has the authority to approve or disapprove requests based on projected authority needs and other absences at the time requested.

HR is required to monitor the employee's personal leave use. HR will notify the employee and/or Management if the employee does not have adequate time to use. No time off shall be approved beyond that which the employee has earned/accrued. Employees shall not be paid for overextended personal leave. The Authority does not provide time off without an approved leave of absence. If an employee utilizes all their accrued time (vacation, personal, sick, etc.) the employee must secure written approval from the Authority Board for a Special Leave of Absence to preserve their position with the

Authority. Employees will not be credited personal leave from future months, years, or any other source in advance of it being accrued.

Personal Leave Carry Over

Personal leave can only be used in the year it is credited. Any unused portion at the end of the year will be forfeited. Personal Leave is not based on hours worked therefore is not considered earned. Thus, will not be paid out at time of employment termination.

Termination of Employment

Termination of Employment (Retirement)

Full-time employees retiring from their employment with the Authority are not entitled to any compensation for credited or unused personal leave.

Termination of Employment (Involuntary)

Full-time employees leaving their employment with the Authority are not entitled to any compensation for credited or unused personal leave.

Termination of Employment (Voluntary)

Full-time employees leaving their employment with the Authority are not entitled to any compensation for credited or unused personal leave.

HR is responsible for:

- recording the accrual and usage of personal hours by employees.
- issuing a time balance report to all employees indicating the balance of their personal hours at the beginning of each quarter.
- maintaining a binder in the Human Resource office for the Time Off Request forms.
- filing the Time Off Request forms in the employee's employment file when employee ceases employment.

VI. LEAVES OF ABSENCE

Vacation

Vacation Leave Use

The Authority provides a competitive market-based benefit package to its employees, which includes a vacation leave benefit for eligible permanent full-time and part-time employees.

Vacation leave may be taken in 8 hour or 4-hour increments to prevent disruption of the work schedule. Vacation leave may be taken in smaller increments, with Management's advance approval or permissible under federal or state law.

Vacation Leave Accrual

Full-time employees

- After 90 days of service to the end of the second calendar year of service:
  - 1 day for each additional completed month of service, not to exceed 10 workdays (80 hours).
- Beginning with the calendar year in which the employee's 2nd anniversary falls:
  - 10 workdays (80 hours) per year.
- Beginning with the calendar year in which the employee's 5th anniversary falls:
  - 15 workdays (120 hours) per year.
- Beginning with the calendar year in which the employee's 10th anniversary falls:
  - 20 workdays (160 hours) per year.
- Beginning with the calendar year in which the employee's 15th anniversary falls:
  - 25 workdays (200 hours) per year.

Part-time employees

- After one (1) full year:
  - One (1) week is equal to prior year's average hours worked per pay period.
- Beginning with the calendar year in which the employee's 2nd anniversary falls:
  - One (1) week is equal to prior year's average hours worked per pay period.

- Beginning with the calendar year in which the employee's 5th anniversary falls:
    - Two (2) weeks is equal to prior year's average hours worked per pay period.

The prorating of vacation time resulting from a change in employment status—from part-time to full-time or full-time to part-time—will be reviewed and determined on a case-by-case basis. Final approval will be granted by Management and the Personnel Committee.

Seasonal, Interns, and Temporary Employees

Seasonal, interns, and temporary employees are not eligible to accrue vacation leave.

Notification and Approval to Use Vacation Leave

Employees are required to submit a Time Off Request form, to document their request to use vacation leave and secure signed approval for their vacation leave by Management. Requests submitted will be honored if possible; proper staffing of department units must take precedence over all other considerations in scheduling vacations. Should conflicts arise because more than one employee desires the same time off, seniority shall prevail in all requests submitted prior to February 1 of each year. After February 1 request will be approved on a first come first served basis.

HR is required to monitor the employee's vacation leave use. HR will notify the employee and/or Management if the employee does not have adequate time to use. No time off shall be approved beyond that which the employee has earned/accrued. Employees shall not be paid for overextended vacation leave. The Authority does not provide time off without an approved leave of absence. If an employee utilizes all their accrued time (vacation, personal, sick, comp, etc.) the employee must secure written approval from the Authority Board for a Special Leave of Absence in order to preserve their position with the Authority. Employees will not be credited for vacation leave from future months, years, or any other source in advance of it being accrued.

Efforts will be made to schedule vacation leave in accordance with the employee's wishes and consistent with the maintenance of efficiency. The Authority may require, in rare circumstances, an employee to cancel or reschedule their vacation in cases of business necessity or emergency.

Vacation Leave Carryover

Employees are expected to use their earned allotment of vacation hours in the year it is earned. Employees may carry over up to five (5) vacation days into the next year. Employees are to submit a Time Off Request form when requesting to carryover vacation hours and must secure signed approval for their carryover vacation hours by the Executive Director. This request must be submitted NO LATER THAN November 1 of

each year. Approved carryover hours must be used by March 31st of the following year, therefore they are considered forfeited.

In certain circumstances employees may submit a written request to the Executive Director to extend the deadline date of March 31. The request must include a reason why the employee cannot use the carryover hours by March 31. In these instances, the Executive Director shall brief the Personnel Committee before the approval of the extraordinary request.

Termination of Employment

Retirement

During the final year of service (12 months) and prior to retirement, a full-time and part-time employee may take their full accrued vacation entitlement or may elect to receive "cash-out" payment in lieu of time off. It is expected that the employee will use ALL vacation time but may request, in writing, to the Executive Director and the Personnel Committee to carryover up to 40 hours of unused vacation. Under no circumstance will the employee be able to request to carryover more than 40 hours of vacation. The Executive Director and the Personnel Committee have the right to deny the request. The request MUST include the reason the employee is not able to use their vacation hours before they retire. Upon termination of employment, an employee's final unused vacation leave balance will be calculated by adding all vacation hours carried over from the previous year to all vacation hours earned in the year employment is terminated.

Termination of Employment (Voluntary)

Upon termination of employment, an employee's final unused vacation leave balance will be calculated by adding all approved vacation hours carried over from the previous year to all vacation hours earned in the year employment is terminated. Employees will be paid in full for unused earned vacation hours. Employees are required to provide a 2-week notice of termination of employment.

Termination of Employment (Involuntary)

Upon termination of employment, an employee's final unused vacation leave balance will be calculated by adding all approved vacation hours carried over from the previous year to all vacation hours earned in the year employment is terminated. Employees will be paid in full for unused earned vacation hours.

HR is responsible for:

- recording the accrual and usage of vacation hours by employees.
- issuing a time balance report to all employees indicating the balance of their vacation hours at the beginning of each quarter.

- maintaining a binder in the Human Resource office for the Time Off Request forms.
- filing the Time Off Request forms in the employee's employment file when employee ceases employment.