

Township of Shrewsbury

Resolution #2020-39

**RESOLUTION CONCERNING CARRYOVER REQUEST FOR VACATION, SICK TIME AND PERSONAL DAYS ACCRUED BY JOANNE PAVAO, MUNICIPAL EMPLOYEE OF THE TOWNSHIP OF SHREWSBURY**

**WHEREAS**, Joanne Pavao, Bookkeeper and Municipal Employee of the Township of Shrewsbury, has made a written request to allow the use of all of her unused vacation, personal and sick days from 2019 be carried over to 2020; and

**WHEREAS**, carryover of unused days are subject to the Personnel Policy Handbook, namely, Section 5.7, entitled, "Sick Leave" which does not mention any policy concerning carryover time, other than forfeiture of sick leave time unused as the time of retirement or separation; Section 5.10, entitled, "Vacation Leave" which generally does not allow carryover of vacation leave, except under "certain circumstances" where the Township Committee may extend the period of which vacation time may be utilized by up to ninety (90) days from the date it was to expire; and Section 5.12, entitled, "Personal Days" which specifically prohibits accumulation of personal days or payment of unused personal days at the end of the year.

**NOW, THEREFORE BE IT RESOLVED**, that pursuant to the aforesaid Personnel Policy Handbook and the aforesaid sections, the governing body of the Township of Shrewsbury Township authorizes Joanne Pavao the carryover of three (3) sick leave days, pursuant to Section 5.7 of the Personnel Policy Handbook; carryover of seven (7) vacation days if utilized within the first ninety (90) days of 2020, pursuant to Section 5.10 of the Personnel Policy Handbook; and no carryover to 2020 for the personal days requested (2 days), pursuant to Section 5.12 of the Personnel Policy Handbook.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be forwarded to Joanne Pavao within seven days of the date of this Resolution.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings	X		X			
Puhak		X	X			
Nolan						X

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on January 30, 2020.

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Pamela Howard, RMC,CMR  
Municipal Clerk

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Glenwood Puhak  
Deputy Mayor