

Township of Shrewsbury

Resolution #2022-33

RESOLUTION AUTHORIZING CARRYOVER AND PAYOUT REQUEST FOR
VACATION DAYS ACCRUED BY KATRINA THORNTON, ACTING MUNICIPAL CLERK,
MUNICIPAL EMPLOYEE OF THE TOWNSHIP OF SHREWSBURY

WHEREAS, Katrina Thornton, Acting Municipal Clerk and Municipal Employee of the Township of Shrewsbury, has made a written request to be paid for ten (10) days of her unused vacation time and five (5) additional days to be carried over to 2022; 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,

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 authorizes Katrina Thornton to be paid ten (10) days of her unused vacation time at her 2021 salary and to carry over five (5) additional days if utilized within the first ninety (90) days of 2022, pursuant to Section 5.10 of the Personnel Policy Handbook; and,

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

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Puhak						
Lettice						
Jennings						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on January 18, 2022.

Pamela Howard, RMC,CMR
Municipal Clerk

Lester Jennings
Mayor