



The Mayor and Commissioners of the Town of Elkton

Resolution R3-2024

A RESOLUTION of the Mayor and Commissioners of the Town of Elkton establishing a *policy* regarding *post-employment accrued vacation distributions to department managers*.

WHEREAS, the Town of Elkton employs department managers to oversee the operations of administration, finance, building & zoning, planning, human resources, parks & recreation, public works, and law enforcement; and

WHEREAS, the fulfillment of the responsibilities of department managers results in the delivery of essential services to the Town's residents and business community; and

WHEREAS, the Mayor and Commissioners agree that the services provided by its department managers for extended periods of time warrant post-employment accrued vacation distributions allocated and based on the length of service.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners of the Town of Elkton as follows:

ACCRUED VACATION DISTRIBUTION

1. **Five (5) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of amount of 240 hours.
2. **Ten (10) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of 280 hours.
3. **Fifteen (15) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of 320 hours.
4. **Twenty (20) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of 360 hours.
5. **Twenty-five (25) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of 400 hours.
6. **Thirty (30) years of service** shall be paid for all accrued vacation hours not to exceed a maximum of 440 hours.

ACCRUED VACATION DISTRIBUTION LIMITATION AND METHOD OF DISTRIBUTION

1. Consistent with Article VIII., Finance Department, Section C8-11. Over-expenditures Prohibited, the distribution of paid vacation hours pursuant to this resolution shall not result in an over-expenditure in the fiscal year in which the distributions are made unless money has been allocated in the appropriate budgetary account for these distributions and/or another account authorized by the Mayor and Commissioners.
2. The Department of Human Resources, in coordination with the Finance Department, will be responsible for the lump sum post-employment distributions of accrued vacation hours under this resolution and these payments shall be made subsequent to an employee's separation, including all appropriate deductions.

ENACTED THIS 21st DAY OF FEBRUARY, 2024

The Mayor and Commissioners of the Town of Elkton

Mayor Robert J. Alt
Commissioner Jean A. Broomell
Commissioner Charles H. Givens, Sr.
Commissioner Robert M. Massimiano
Commissioner Earl M. Piner, Sr.