



The Mayor and Commissioners of the Town of Elkton

Resolution R4-2005

A RESOLUTION of the Mayor and Commissioners of the Town of Elkton adopting an *Employee Sick Leave Policy*.

WHEREAS, the Town of Elkton employs a number of people who fill many roles in providing services, directly or indirectly, to the citizens of the Elkton community; and

WHEREAS, the Mayor and Commissioners have determined that written policies regarding the use of sick leave and attendance in the workplace by employees are important for the purposes of establishing rules and expectations between the Town's management and its employees; and

WHEREAS, the Mayor and Commissioners have further determined that written policies are essential in order for employees to be fully informed regarding both benefits extended to them and the work rules that govern them with respect to employment.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The employee *sick leave* policy and the employee *attendance* policy, attached hereto and incorporated with this resolution, are hereby adopted; and
2. The effective date for implementation of these policies shall be March 1, 2005; and
3. The Mayor and Commissioners may amend these policies from time to time, as deemed in the best interest of the Town and its employees; and
4. Each employee of the Town of Elkton shall be provided a copy of each policy and every amendment thereto hereinafter; and
5. The Town Administrator is responsible for the general enforcement of these policies.

**** End of Section**

Read and Passed this **16th** day of **February, 2005.**

The Mayor and Commissioners of the Town of Elkton

Mayor Joseph L. Fisona
Commissioner John K. Burkley, II
Commissioner Charles H. Givens, Sr.
Commissioner Earl M. Piner, Sr.
Commissioner C. Gary Storke