

**BOARD OF SANITARY COMMISSIONERS  
MUNCIE SANITARY DISTRICT**

**RESOLUTION 2013-10**

A Resolution providing for certain amendments to the Personnel Policies Handbook  
Of the Muncie Sanitary District first adopted March 9, 2010 concerning Section 4.1/4.1.1  
VACATION/SICK BANK.

**WHEREAS**, the Board of Sanitary Commissioners (the "Board") has heretofore adopted by Resolution No. 10 the Personnel Policies Handbook of the Muncie Sanitary District, dated March 9, 2010 (the "Personnel Policies Handbook"); and

**WHEREAS**, the Board wishes to modify that section of the Personnel Policies Handbook which deals with vacation/sick bank in the hiring and supervision of employees so as to bring current the policies of the Muncie Sanitary District that were previously enacted on July 13, 2012.

**BE IT THEREFORE RESOLVED**, that the Board of Sanitary Commissioners does hereby adopt the following amendments to the Personnel Policies Handbook:

**Length of Continuous Employment**

**Days of Vacation**

After 6 full months	5 working days following 6 month period
After 1 full year	10 working days following 12 month period
After 5 full years	15 working days following 12 month period
After 10 full years	20 working days following 12 month period
After 20 full years	25 working days following 12 month period

As of 2/19/13, if your time of service with the MSD falls within the table shown above, and based on the parameters within the table you have extra vacation days coming to you, they will be immediately added to your current allotment to be used between 2/19/13 and your next seniority date, at which time you will receive your new allotment based on the table above.

Also, all types of paid days – vacation, sick & personal – that are unused at your next seniority date will be eligible to be rolled into sick bank days.

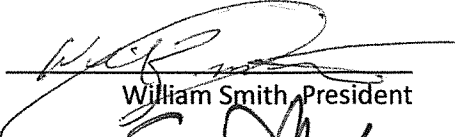
In addition, if you currently have more than 720 hours (90 days), and up to 960 hours (120 days) of sick bank time built up, you may earn sick bank days at the normal rate of 1/5 day per pay period if you use or loan days from your current allotment. You may also use unused vacation, s/p days to build back up to the 960 maximum.

If you have less than 720 hours, you can still build up to a maximum of 720 at the normal rate of 1/5 day per pay period or by rolling unused days into sick bank.

This will replace the previous schedule of days and time.

Approved this 19<sup>th</sup> day of February 2013.

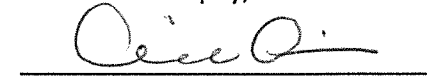
**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS**



William Smith, President



Steven D. Murphy, Vice-President



Michael Cline, P.E., Secretary

EFFECTIVE DATE:  
February 19, 2013