

**Resolution 2020-03  
Muncie Sanitary District  
Board of Sanitary Commissioners**

**A resolution providing an amendment to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on January 29, 2020 concerning Section 4.1.1, Terms and Conditions of Vacation Leave. This Resolution is only effective until October 31, 2021.**

**WHEREAS**, the State of Indiana is currently under a Public Health Emergency and subject to Executive Stay at Home orders due to the COVID-19 pandemic; and

**WHEREAS**, the Board of Sanitary Commissioners (the "Board") has determined that it is necessary, based on the Governor's emergency declarations, to temporarily amend the MSD Personnel Policies Handbook, Section 4.1.1 (I), Terms and Conditions of Vacation Leave.

**BE IT THEREFORE RESOLVED**, that the Board does hereby adopt the following amendment to the Personnel Policies Handbook.

*The Board wishes to add Section 4.1.1 (I) Terms and Conditions of Vacation Leave:*

**4.1.1 Terms and Conditions of Vacation Leave**

- A.** Vacation leave is earned on the employee's anniversary date.
- B.** For a full-time employee to use paid vacation benefits, the vacation time must be scheduled with and approved by the employee's department head. Vacation requests must be in writing on forms provided by the District. An effort will be made to meet individual preferences as to vacation time consistent with the needs of the District. In all cases the work requirements of the District take priority in the scheduling of vacation time.
- C.** If more than one employee wishes to take vacation leave at the same time, and they cannot both be granted at the same time, length of service will prevail. However, the department head will determine if the vacation requested fits the work schedule of the department.
- D.** Vacation leave shall be used in one (1) day increments unless such leave is substituted and used for a Family and Medical Leave Act qualifying reason, in which case vacation may be used in one (1) hour increments.
- E.** If a holiday is observed during an employee's approved vacation, the holiday will be paid as a holiday and the day will not be charged to the employee's available vacation.
- F.** Employees accrue vacation benefits during all other paid leaves and during unpaid leaves of absence of less than thirty (30) calendar days.
- G.** An employee is entitled to compensation, at his/her current pay rate, for any

unused vacation leave at the time of resignation or retirement. Employees who are terminated for disciplinary reasons shall not be entitled to pay for any unused vacation time.

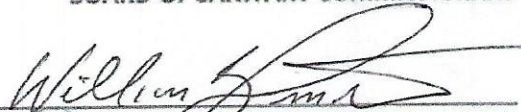
H. Vacation time may not be taken in advance of being earned. Only continuous full-time employment shall be used in determining the amount of eligible earned vacation time for use.


I. If a full-time employee cannot use all his/her vacation days and his/her extended sick bank is accrued up to the maximum limit (960 hours), MSD will allow up to 10 working days to be added on to the already eligible paid vacation leave earnings due to the Coronavirus. This must be used within the twelve (12) month period of the employee's anniversary date.

This Resolution shall become effective on and after its passage and shall remain in full force and effect until October 31, 2021.

THIS RESOLUTION IS APPROVED this 22 day of April, 2020, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIOENRS

  
\_\_\_\_\_  
William Smith, President

  
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Michael R. Cline, P.E., Vice President

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Joseph Evans, Secretary