

PAID TIME OFF
BENEFIT FOR PART TIME EMPLOYEES

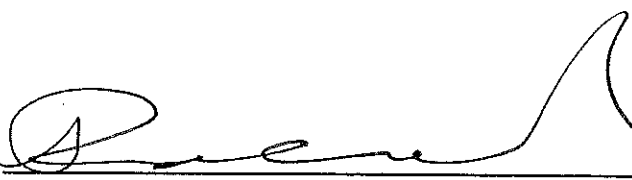
Effective January 1, 2006 and revised January 1, 2008, Upper Dublin Township will provide all part-time employees with a Paid Time Off (PTO) benefit. This benefit may be used by part-time employees as they see fit as long as the employee has prior approval of his/her Department Head.

ELIGIBILITY – Under this benefit, part-time employees who work 500 hours are eligible for 8 hours off with pay. For every 500 hours worked, a part-time employee is entitled to 8 hours off with pay. This benefit is not tied to the calendar year.

SCHEDULING – The scheduling of this time off is limited to a minimum of 4-hour increments. Normally all requests for PTO should be made at least one week in advance and must be approved by the Department Head. The Township recognizes that in emergency situations a one-week notice may not be possible. Employees are required to use all earned PTO and will not be paid for unused time. Time off under this benefit will count as time worked towards earning the next 500 hours. The maximum accumulation of paid time off will be 80 hours.

TERMINATED EMPLOYEES – Employees terminating from the Township will not be paid for unused, earned PTO.

GENERAL – It is not the intent of this benefit to have employees increase their work schedule; however, nothing in this policy prevents the supervisor from changing the work schedule based on the work requirements of the department.

Approved  Date 10/29/09
Township Manager