

**RESOLUTION NO. 2017-4
NORTH NEWTON TOWNSHIP**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF NORTH NEWTON
TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, AMENDING THE LEAVE
OF ABSENCE POLICY IN THE NORTH NEWTON TOWNSHIP EMPLOYEE
HANDBOOK.**

WHEREAS, the North Newton Township (the "Township") created the North Newton Township Employee Handbook, 2014 (the "Handbook") to memorialize the Township policies and procedures for all employees; and

WHEREAS, the Township Supervisors are desirous of amending the Handbook.

NOW THEREFORE, BE IT RESOLVED, AND IT HEREBY IS RESOLVED, by the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania, as follows:

1. The above recitals are deemed integral to this Resolution and are hereby incorporated herein by reference hereto.
2. Section 3, entitled "Time Away from Work and Other Benefits" of the Handbook shall be amended such that the sub-part entitled "Leave of Absence" is hereby deleted in full and replaced with the following:

Leave of Absence

Employees regularly working at least 30 hours per week who have completed one year of employment shall be eligible for a limited, unpaid leave of absence. Said leave of absence may be granted for compelling reasons, on a case by case basis, at the sole and absolute discretion of the North Newton Township Board of Supervisors, or its designee.

Any leave of absence under this section shall be requested in writing by the employee and shall be approved in writing by the North Newton Township Board of Supervisors, or its designee.

Leaves may not exceed ninety (90) days unless an extension of said leave is granted on a case by case basis, in a public meeting by the North Newton Township Board of Supervisors in its sole and absolute discretion. No vacation time or personal days shall accrue while an employee is on a leave of absence. Health insurance shall continue in accordance with the "Employee Medical Benefit Eligibility Continuation Policy".

North Newton Township shall make reasonable efforts to return employees returning from a leave of absence to the same, or substantially similar, job that was held prior to the leave, subject to staffing and business requirements and/or needs.

3. In all other respects, the Handbook shall remain as heretofore enacted and amended.

ENACTED, this 7th day of March, 2017, in lawful session duly assembled.


Attest:

North Newton Township Board of Supervisors

BY:


Bonnie L. Myers, Secretary

BY:


David R. Parthemore, Chairman

BY:

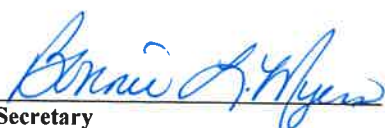

Mike L. Gutshall, Supervisor

CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania, certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors which was duly enacted by affirmative vote of a majority of the members of the Board at a meeting duly held on March 7, 2017; at which meeting a quorum was present; that said Resolution has been duly recorded in the Minute Book of the Township Board of Supervisors; that said Resolution remains in full force and effect, without amendment, alteration or repeal, as of the date of this Certificate.

I further certify that the meeting at which the Board adopted said Resolution was a public meeting duly held after giving public notice of the date, time and place of such meeting by posting and publishing such notice at the time and in the manner required by Act No. 84 of the General Assembly of the Commonwealth of Pennsylvania, approved July 3, 1986.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 7th day of March, 2017.


Secretary


Date