

received 9/7
due: 9/16

OPRA request - Policies and Time Used

P Dorsey <opra+request-35200-cad2b0be@requests.opramachine.com>

Wed 9/7/2022 4:08 PM

To: clerk newhanovertwp.com <clerk@newhanovertwp.com>

Dear New Hanover Township,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

1. Copy of the Township vacation policy
2. Copy of the Township sick policy
3. Last 8 months of vacation time used, to include dates, times and hours the Administrator used.
4. Last 8 months of sick time used, to include dates, times and hours the Administrator used.
5. Last 8 months of vacation time used, to include dates, times and hours the Clerk used.
6. Last 8 months of sick time used, to include dates, times and hours the Clerk used.
7. Last 8 months of vacation time used, to include dates, times and hours the Deputy Clerk used.
8. Last 8 months of sick time used, to include dates, times and hours the Deputy Clerk used.

Yours faithfully,

P. Dorsey

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-35200-cad2b0be@requests.opramachine.com

Is clerk@newhanovertwp.com the wrong address for OPRA requests to New Hanover Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=new_hanover_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/policies_and_time_used

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

4.0 LEAVES
OF ABSENCE

*Personnel Policies and
Procedures Manual
And Employee Handbook*

Vacation Leave

The Township Municipal Clerk/Administrator must approve the use of vacation time, in advance. While approval of vacation leave shall not be unreasonably withheld, the use of vacation leave shall be subject to staffing levels as solely determined by the Township Municipal Clerk/Administrator. Employees should submit vacation requests, on the "Paid Leave Request for Time Off" form attached to this Manual, as early as possible to ensure adequate staffing. But not less than one (1) week prior to the day(s) off.

Regular Full-Time employees shall accrue vacation leave as set forth below:

- Up to the second anniversary of the employee's date of hire, employees shall accrue two and one half (2.5) hours of vacation leave per bi-weekly pay period;
- Following the second anniversary of the employee's date of hire, employees shall accrue three and one-half (3.5) hours of vacation leave per bi-weekly pay period;
- Following the sixth anniversary of the employee's date of hire, employees shall accrue four and one-half hours (4.5) of vacation leave per bi-weekly pay period.

Vacation time shall not be available for use until it is earned. Employees do not earn vacation time until the completion of a pay period. Employees working less than seventy (70) hours in any bi-weekly pay period will not accrue vacation leave for that pay period.

Employees returning from a break in employment with the Township of New Hanover will be considered new employees and all vacation leave will be calculated based on the date of re-hire.

The maximum amount of annual vacation leave that may be carried over to the next calendar year shall be equal to the amount of annual vacation leave earned during the immediately preceding calendar year.

Upon separation in good standing unused accrued vacation leave time will be paid to the employee. The total vacation leave time paid out shall not exceed the total amount of annual leave hours earned the previous calendar year.

Sick Leave

The Township permits an employee, pursuant to N.J.S.A. § 34:11D-3(a), to use the earned sick leave accrued for any of the following instances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim

services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;

(4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others; or

(5) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Township requires three (3) days' notice for any foreseeable use of sick leave, such as a doctor's appointment. See attached "Paid Leave Request for time Off" form.

Regular Full-Time employees shall accrue sick leave as set forth below:

- Up to the second anniversary of the employee's date of hire, employees shall accrue two (2) hours and forty (40) minutes of sick leave per bi-weekly pay period;
- Following the second anniversary of the employee's date of hire, employees shall accrue three (3) hours of sick leave per bi-weekly pay period;

Part Time employees shall accrue one (1) hour of sick leave per every thirty (30) hours worked.

Sick time shall not be available for use until it is earned. Employees do not earn sick time until the completion of a pay period.

Employees returning from a break in employment with the Township of New Hanover will be considered new employees and all sick leave will be calculated based on the date of re-hire.

Upon separation from employment with the Township of New Hanover, accrued sick leave will not be paid out.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their Clerk/Administrator immediately.

FULL-TIME employees are eligible to take up to five (5) consecutive days of paid bereavement leave.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their Clerk/Administrators' approval, use any available paid leave for additional time off as necessary.

