

## The Town of Upper Marlboro

RESOLUTION: 2022-11  
SESSION: Special Town Meeting  
DATED: June 7<sup>th</sup>, 2022

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AMEND AND CLARIFY THE CUT OFF DATE TO DECLARE AN EMPLOYEE VACATION PTO CARRY OVER AS INDICATED IN THE LATEST EDITION OF THE EMPLOYEE HANDBOOK (REVISED ON MAY 11, 2021)**

**WHEREAS**, pursuant to Section 82-59 of the Charter of the Town of Upper Marlboro, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Town Charter or State law and to operate the Town government; and

**WHEREAS:** the Town Commissioners approved the current version of the Town's Employee Handbook on May 11<sup>th</sup>, 2021, which states that employees may carry over a maximum of 240 hours per year of Vacation PTO; and

**WHEREAS**, it has been determined that there is a need to clarify when is the cut off time for the Vacation PTO carry over.

**NOW, THEREFORE, BE IT RESOLVED AND APPROVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in special session this 7<sup>th</sup> day of June 2022, that the latest edition of the Employee Handbook (revised on May 11, 2021) on or about pages 20-23 is hereby amended as follows:

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#### **Employee Benefits**

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Vacation PTO: employees hired after the adoption of the 2021 version of this handbook may carry over a maximum of 120 hours per year. Employees hired prior the passage of this 2021 version of the handbook may carry over a maximum of 240 hours per year. Vacation PTO is paid out at the employee's current rate when an employee leaves the [town] Town. AN EMPLOYEE'S VACATION PTO LEAVE BALANCE EXISTING AS OF DECEMBER 31<sup>ST</sup> AT MIDNIGHT OF EACH YEAR EXCEEDING THE MAXIMUM AMOUNT PERMITTED TO CARRY OVER UNDER THIS PROVISION SHALL BE FORFEITED. ANY UNUSED VACATION PTO HOURS EXCEEDING THE MAXIMUM CARRYOVER HOURS ALLOWED WILL BE FORFEITED BY THE EMPLOYEE AND THE REMAINING BALANCE REFLECTED IN THE NEXT PAY STUB. THE TOWN'S HUMAN RESOURCES

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CAPITALS : Indicate matter to be added to existing policy  
Strike : Indicate matter to be deleted from existing policy  
Asterisks \* \* \* : Indicate that text is retained from existing policy but omitted herein.

CONSULTING FIRM IN COORDINATION WITH THE TOWN ADMINISTRATOR, WILL NOTIFY EMPLOYEES WITH OVER 240 (OR 120 HOURS AS THE CASE MAY BE FOR MORE RECENT HIREES) VACATION PTO HOURS AS OF DECEMBER 1<sup>ST</sup> OF EACH YEAR AS A REMINDER THAT THEY NEED TO "USE IT OR LOSE IT;" HOWEVER, A FAILURE TO RECEIVE SUCH NOTICE SHALL NOT BE DEEMED TO WAIVE ANY FORFEITURE.

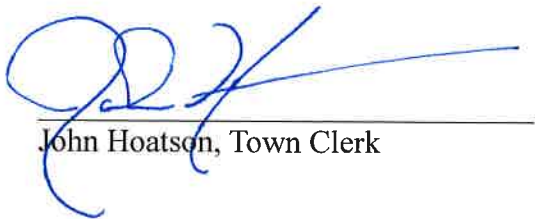
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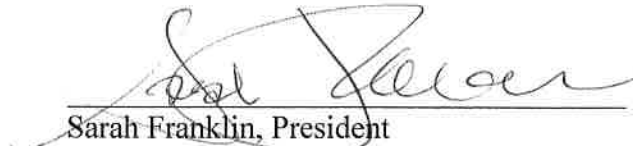
**AND BE IT FURTHER RESOLVED AND APPROVED**, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute this Resolution on behalf of the governing body.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a special meeting on the 7th day of June, 2022.

ATTEST:

THE TOWN OF UPPER MARLBORO

  
John Hoatson, Town Clerk

  
Sarah Franklin, President

  
Janice Duckett, Commissioner

  
Charles Colbert, Commissioner

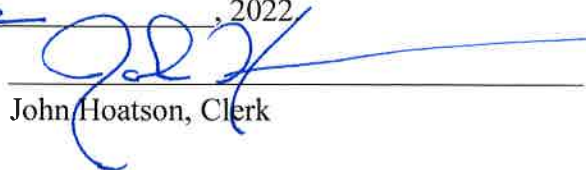
  
Thomas Hanchett, Commissioner

  
Karen Lott, Commissioner



**CERTIFICATION**

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 7 day of June, 2022

  
John Hoatson, Clerk

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