

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 03-2021**

**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO ADOPT A
COMPENSATORY LEAVE PAYOUT POLICY**

WHEREAS, By Ordinance 01-2011, enacted on March 17, 2011 and effective on April 6, 2011, the Town Council adopted the Personnel Manual: Rules and Regulations Governing the Operation of a Merit System ("Personnel Manual"), as a personnel manual for employees of the Town of Centreville.

WHEREAS, by Ordinance 02-2013 enacted on February 21, 2013 and effective on March 14, 2013, the Town Council ordained in Section 3 that future amendments to the Personnel Manual may be adopted by resolution.

WHEREAS, the Town of Centreville wishes to implement a payout policy for earnable compensatory leave;

WHEREAS, the Town of Centreville, wishes to add this policy to the current compensatory leave policy in the Personnel Manual;

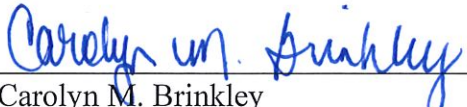
WHEREAS, all permanent, full-time employees who are eligible to earn compensatory leave as outlined in the Personnel Manual would be eligible to participate;

NOW, THEREFORE, be it resolved by the Town Council of Centreville, this 15th day of April, 2021:

1. That the Town of Centreville Compensatory Leave Payout Policy, Policy Number 300-103 attached hereto as Exhibit "A" be, and is hereby, adopted.


BY ORDER: We hereby certify that Resolution Number 03-2021 is true and correct and duly adopted by the Town Council of Centreville, Maryland.

ATTEST:



Carolyn M. Brinkley
Town Clerk

THE TOWN COUNCIL OF CENTREVILLE




Timothy E. McCluskey, President



Steven K. Kline, Vice President



Robert R. Hardy, Jr. Member



Jeffrey D. Kiel, Member



Shelby C. Anania, Member

TOWN OF CENTREVILLE STANDARD OPERATING POLICIES

SECTION: 300 - Human Resources

POLICY TITLE: Compensatory Leave Payout Policy

POLICY NUMBER: 300-103

APPROVAL: Town Council of Centreville

EFFECTIVE DATE: April 15, 2021

REVISION DATE (S):

REFERENCE(S):

1. **PURPOSE:** To establish a payout policy that allows a maximum number of earnable compensatory hours and add to the Town's current compensatory leave policy in the Personnel Manual.
2. **APPLICABILITY/ELIGIBILITY:** All permanent full-time employees who are eligible to earn compensatory leave as outlined in the Personnel Manual.
3. **PROCEDURE:**
 - 3.1 All eligible employees may earn up to a maximum of 100 hours of compensatory leave in a fiscal year.
 - 3.2 All eligible employees must use their compensatory leave balances before using any other approved leave.
 - 3.3 The use of compensatory leave may be denied if, in the judgement of the Department Head, the same would unduly disrupt the operations of the Department.
 - 3.4 Any compensatory leave unused by the first paycheck dated in June of each year will be paid out their remaining balance at that time.
 - 3.5 Any unused compensatory leave upon separation from the Town of Centreville shall be paid out with all other eligible compensable leave, per the Personnel Manual.