

**PITTSTON TOWNSHIP  
LUZERNE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 01-03 of 2024

**A RESOLUTION OF THE TOWNSHIP OF PITTSTON, LUZERNE COUNTY, PENNSYLVANIA,  
WITH REGARDS TO FULL TIME, NON-UNIFORM EMPLOYEE HOLIDAYS, SICK LEAVE,  
VACATION DAYS, PERSONAL TIME, AND BEREAVEMENT LEAVE**

**WHEREAS**, the Pittston Township Board of Supervisors employs a wide range of individuals, some of whom are represented by collective bargaining units which determine benefits through the collective bargaining process; and

**WHEREAS**, the employees not covered by collective bargaining units receive benefits as determined by the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors endeavors to provide a level of employee benefits consistent with the Township's desire to attract and retain quality employees that is equitable to the taxpayers of the Township; and

**WHEREAS**, the Board of Supervisors finds it appropriate to periodically update the benefits provided to full-time, non-uniform employees.

**NOW THEREFORE**, be it and it is hereby **RESOLVED**, that effective January 1, 2024, and continuing thereafter unless amended; the following Holidays, Sick Leave, Vacation Days, Personal Time and Bereavement Leave for non-uniform, full-time employees not covered by collective bargaining agreements are provided as follows:

**Section 1. Holidays.** The following sixteen (16) holidays are available from the date of hire: (1) New Years Day; (2) Martin Luther King, Jr. Day; (3) President's Day; (4) Good Friday; (5) Easter Sunday; (6) Memorial Day; (7) Juneteenth; (8) Independence Day; (9) Labor Day; (10) Columbus Day; (11) Flag Day; (12) Veterans Day; (13) Thanksgiving Day; (14) Day after Thanksgiving; (15) Christmas Day; and (16) Employee's Birthday. Each employee shall be compensated for eight (8) hours at their normal straight-time rate for each holiday listed. Employees who work on any of the above listed holidays shall be compensated for the amount of hours they work plus eight (8) hours at their normal straight-time rate for the holiday worked.

**Section 2. Sick Leave.** Full-time, non-uniform employees shall be permitted fifteen (15) sick days for each calendar year. Employees shall be eligible to take sick leave after ninety (90) days of service with the Township. Employees beginning employment on or after January 1, 2024 may accumulate sick leave up to a maximum of one hundred twenty (120) days. Employees who began employment before January 1, 2024 may accumulate sick leave up to a maximum of one hundred ten (110) days. Upon termination of employment, the employee shall be paid fifty percent (50%) pay for each unused accumulated sick day.

**Section 3. Personal Leave.** Employees shall be entitled to five (5) personal days per calendar year at their normal straight-time rate for each personal day taken.

**Section 4. Bereavement Leave.** Up to four (4) consecutive workdays off with pay for the death of an employee's immediate family member and one (1) workday off with pay for the death of an employee's non-immediate family member.

Immediate family shall consist of: Mother, Father, Brother, Sister, Spouse, Child, Mother-in-law, Father-in-law, Grandfather, Grandmother, or any other person who resides within the same household with the officer.

**Section 5. Vacation Time.** Non uniformed full-time employees shall receive vacation benefits equal to those of the PTPD under the most current collective bargaining agreement.

All non uniformed full-time employees shall receive vacation time as follows:

1 Year Completed Service.....	1 week
2 – 4 Years Completed Service.....	2 weeks
5 – 9 Years Completed Service.....	3 weeks
10 – 14 Years Completed Service.....	4 weeks
15+ Years Completed Service.....	5 weeks

**THE** provisions of this Resolution are severable and if any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be unconstitutional or otherwise illegal or unenforceable, such decision shall not affect the validity of the remaining portions of this Resolution.


**ALL** resolutions, ordinances or parts thereof inconsistent with this Resolution are hereby repealed to the extent of the inconsistency.


**THAT**, this Resolution shall be retroactively effective January 1, 2024.

**BE IT RESOLVED AND IT IS HEREBY RESOLVED THIS** 16<sup>th</sup> **day of JANUARY, 2024,** by the Board of SUPERVISORS of the Township of PITTSTON.


ATTEST:

TOWNSHIP OF PITTSTON:

  
\_\_\_\_\_  
Kyle Rozitski  
Secretary

  
\_\_\_\_\_  
David A. Slezak  
Chairman, Board of Supervisors

  
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Joseph Hawk  
Vice Chairman, Board of Supervisors

  
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Deborah A. Taroli  
Member, Board of Supervisors